

# FEDERAL SUPPLY SERVICE

## INFORMATION TECHNOLOGY MULTIPLE SCHEDULE

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### AUTHORIZED FEDERAL ACQUISITION SERVICE INFORMATION TECHNOLOGY SCHEDULE PRICELIST GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY EQUIPMENT, SOFTWARE AND SERVICES

Special Item No. 132-33 Purchase of Software  
Special Item No. 132-34 Maintenance of Software  
Special Item No. 132-50 Training Courses  
Special Item No. 132-51 Information Technology Professional Services

#### SOFTWARE

FSC Class 7030-0002      Application Programs

#### ADP SERVICES

FPDS Class D301      Resources and Facilities Management  
FPDS Class D302      Database Planning and Design  
FPDS Class D306      Systems Analysis and Design  
FPDS Class D307      Network Services  
FPDS Class D308-1    Programming  
FPDS Class D308-2    Millennium Conversion Services (Y2K)  
FPDS Class D311      Conversion and Implementation Support  
FPDS Class D316      Network Services' Project Management  
FPDS Class D317      Data/Records Management

FSC GROUP: Group 70    CONTRACT NUMBER: GS-35F-4822G (through Modification PA0031)  
PERIOD COVERED BY CONTRACT: July 16, 2002 through July 16, 2012



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*Business Size: Large Business*

*General Service Administration*

*Federal Supply Service*

*On line access to contract, ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery are available through GSA Advantage!, a menu-driven database system. Agencies can browse GSA Advantage! by accessing, via the Internet, [www.gsaadvantage.gov](http://www.gsaadvantage.gov) or GSA's Home Page [www.gsa.gov](http://www.gsa.gov). For more information on ordering from Federal Supply Schedules click on the FSS schedule button at [fss.gsa.gov](http://fss.gsa.gov).*

- Special Item No. 132-33 Purchase of Software**
- Special Item No. 132-34 Maintenance of Software**
- Special Item No. 132-50 Training Courses**
- Special Item No. 132-51 Information Technology Professional Services**

**SIN 132-33 - PERPETUAL SOFTWARE LICENSES**

**FSC CLASS 7030 - INFORMATION TECHNOLOGY SOFTWARE**

Large Scale Computers

- Operating System Software
- Application Software
- Electronic Commerce (EC) Software
- Utility Software
- Communications Software
- Core Financial Management Software
- Ancillary Financial Systems Software
- Special Physical, Visual, Speech, and Hearing Aid Software

Microcomputers

- Operating System Software
- Application Software
- Electronic Commerce (EC) Software
- Utility Software
- Communications Software
- Core Financial Management Software
- Ancillary Financial Systems Software
- Special Physical, Visual, Speech, and Hearing Aid Software

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

**SIN 132-34 - MAINTENANCE OF SOFTWARE**

**SIN 132-50 - TRAINING COURSES FOR INFORMATION TECHNOLOGY EQUIPMENT AND SOFTWARE (FPDS Code U012)**

**SIN 132-51 - INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES**

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

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

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

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

**INFORMATION FOR ORDERING ACTIVITIES  
APPLICABLE TO ALL SPECIAL ITEM NUMBERS (SINS)**

**SPECIAL NOTICE TO AGENCIES:** Small Business Participation

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

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

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

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

**1. GEOGRAPHIC SCOPE OF CONTRACT:**

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

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

Offerors are requested to check one of the following boxes:

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

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**2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:**

VT Aepco Inc.  
555 Quince Orchard Road  
Suite 488  
Gaithersburg, Montgomery County, MD 20878

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

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

(301) 670-6770

**3. LIABILITY FOR INJURY OR DAMAGE**

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

**4. STATICAL DATA FOR GOVERNMENT ORDERING OFFICE COMPLETION OF STANDARD FORM 279:**

Block 9: G. Order/Modification under Federal Schedule  
Block 16: Data Universal Numbering System (DUNS) Number: 03-879-1257  
Block 30: Type of Contractor - C. - Large Business

- A. Small Disadvantaged Business: No
- B. Other Small Business: No
- C. Large Business: Yes
- G. Other Nonprofit Organization: No
- L. Foreign Contractor: No

Block 31: Woman-Owned Small Business - No

Block 36: Contractor's Taxpayer Identification Number (TIN): 52-1144050

- 4a. CAGE Code: 4V740
- 4b. Contractor has registered with the Central Contractor Registration Database.

**5. FOB: DESTINATION**

**6. DELIVERY SCHEDULE**

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

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
<u>132-33</u>	<u>5</u> Days

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

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

- a. Prompt Payment: 0 % - \_\_\_ days from receipt of invoice or date of acceptance, whichever is later: None
- b. Quantity: None
- c. Dollar Volume: None
- d. Government Educational Institutions: Same discount as all other Government customers
- e. Discount for use of Government Commercial Credit Card: None
- f. Other: None Offered

**8. TRADE AGREEMENTS ACT OF 1979, as amended:**

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

**9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING:**

Export packing is available at extra cost outside the scope of this contract.

**10. Small Requirements:** The minimum dollar value of orders to be issued is \$ See below .

132-33	-	\$ 25.00
132-34	-	\$ 455.00
132-50	-	\$1,011.00
132-51	-	\$1,000.00

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

- a. The Maximum Order value for the following Special Item Numbers (SINs) is \$500,000:  
Special Item Number 132-33 - Perpetual Software Licenses  
Special Item Number 132-34 - Maintenance of Software  
Special Item Number 132-51 - Information Technology (IT) Professional Services
- b. The Maximum Order value for the following Special Item Numbers (SINs) is \$25,000:  
Special Item Number 132-50 - Training Courses
- c. The Maximum Order value for the following Special Item Numbers (SINs) is \$1,000,000:

**12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS**

Ordering activities shall use the ordering procedures of Federal Acquisition Regulation (FAR) 8.405 when placing an order or establishing a BPA for supplies or services. These procedures apply to all schedules.

- a. FAR 8.405-1 Ordering procedures for supplies, and services not requiring a statement of work.
- b. FAR 8.405-2 Ordering procedures for services requiring a statement of work.

**13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS:**

Ordering activities acquiring products from this Schedule must comply with the provisions of the Federal Standards Program, as appropriate (reference: National Institute of Standards and Technology (NIST) Federal Standards Index). Inquiries to determine whether or not specific products listed herein comply with Federal Information Processing Standards (FIPS) or Federal Telecommunication Standards (FED-STDS), which are cited by ordering activities, shall be responded to promptly by the Contractor.

**13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS):**

Information Technology products under this Schedule that do not conform to Federal Information Processing Standards (FIPS) should not be acquired unless a waiver has been granted in accordance with the applicable "FIPS Publication." Federal Information Processing Standards Publications (FIPS PUBS) are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Information concerning their availability and applicability

should be obtained from the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, Virginia 22161. FIPS PUBS include voluntary standards when these are adopted for Federal use. Individual orders for FIPS PUBS should be referred to the NTIS Sales Office, and orders for subscription service should be referred to the NTIS Subscription Officer, both at the above address, or telephone number 1-800-363-2068.

### **13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS):**

Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Acquisition Service, Specification Section, 490 East L'Enfant Plaza, Suite 8214, SW, Washington, DC 20407, telephone number (202) 619-8925. *Please include a self-addressed mailing label when requesting information by mail.* Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301) 975-2833.

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

- a. Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.
- b. Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. The Industrial Funding Fee does NOT apply to travel and per diem charges.
- c. NOTE: Refer to FAR Part 31.205-46 Travel Costs, for allowable costs that pertain to official company business travel in regards to this contract.
- d. Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.
- e. Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
- f. Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.
- g. Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.

- h. Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.
- i. Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.
- j. Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.
- k. Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.

## **15. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES:**

Any ordering activity, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the ordering activity's convenience, and (m) Termination for Cause (See C.1.)

## **16. GSA ADVANTAGE!**

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

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

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

## **17. PURCHASE OF OPEN MARKET ITEMS**

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

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

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

## **18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS**

- a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:
  - (1) Time of delivery/installation quotations for individual orders;
  - (2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/ service/software package submitted in response to requirements which result in orders under this schedule contract.
  - (3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.
- b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.

## **19. OVERSEAS ACTIVITIES**

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

Countries designated as rogue or unfriendly

Nations by U.S. Department of State

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

## **20. BLANKET PURCHASE AGREEMENTS (BPAs)**

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

## **21. CONTRACTOR TEAM ARRANGEMENTS**

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

## **22. INSTALLATION, DEINSTALLATION, REINSTALLATION**

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

or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act apply.

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 132-8 (Not Applicable).

### **23. SECTION 508 COMPLIANCE**

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

Not applicable

The EIT standard can be found at: [www.Section508.gov/](http://www.Section508.gov/).

### **24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES**

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

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

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

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

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

### **26. SOFTWARE INTEROPERABILITY**

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

**27. ADVANCE PAYMENTS**

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

**TERMS AND CONDITIONS APPLICABLE TO PURCHASE OF  
GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY EQUIPMENT  
(SPECIAL ITEM NUMBER 132-8) (NOT APPLICABLE)**

**1. MATERIAL AND WORKMANSHIP**

All equipment furnished hereunder must satisfactorily perform the function for which it is intended.

**2. ORDER**

Written orders, EDI orders (GSA Advantage! and FACNET), credit card orders, and orders placed under blanket purchase agreements (BPA) agreements shall be the basis for purchase in accordance with the provisions of this contract. If time of delivery extends beyond the expiration date of the contract, the Contractor will be obligated to meet the delivery and installation date specified in the original order.

For credit card orders and BPAs, telephone orders are permissible.

**3. TRANSPORTATION OF EQUIPMENT**

FOB DESTINATION. Prices cover equipment delivery to destination, for any location within the geographic scope of this contract.

**4. INSTALLATION AND TECHNICAL SERVICES**

- a. INSTALLATION. When the equipment provided under this contract is not normally self-installable, the Contractor's technical personnel shall be available to the ordering activity, at the ordering activity's location, to install the equipment and to train ordering activity personnel in the use and maintenance of the equipment. The charges, if any, for such services are listed below, or in the price schedule:
- b. See price schedule
- c. INSTALLATION, DEINSTALLATION, REINSTALLATION. The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall received less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act apply.
- d. The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 132-8 (Not Applicable).
- e. OPERATING AND MAINTENANCE MANUALS. The Contractor shall furnish the ordering activity with one (1) copy of all operating and maintenance manuals which are normally provided with the equipment being purchased.

## **5. INSPECTION/ACCEPTANCE**

The Contractor shall only tender for acceptance those items that conform to the requirements of this contract. The ordering activity reserves the right to inspect or test any equipment that has been tendered for acceptance. The ordering activity may require repair or replacement of nonconforming equipment at no increase in contract price. The ordering activity must exercise its post acceptance rights (1) within a reasonable time after the defect was discovered or should have been discovered; and (2) before any substantial change occurs in the condition of the item, unless the change is due to the defect in the item.

## **6. WARRANTY**

- a. Unless specified otherwise in this contract, the Contractor's standard commercial warranty as stated in the contract's commercial pricelist will apply to this contract.
- b. The Contractor warrants and implies that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this contract.
- c. Limitation of Liability. Except as otherwise provided by an express or implied warranty, the Contractor will not be liable to the ordering activity for consequential damages resulting from any defect or deficiencies in accepted items.
- d. If inspection and repair of defective equipment under this warranty will be performed at the Contractor's plant, the address is as follows: Not Applicable

## **7. PURCHASE PRICE FOR ORDERED EQUIPMENT**

The purchase price that the ordering activity will be charged will be the ordering activity purchase price in effect at the time of order placement, or the ordering activity purchase price in effect on the installation date (or delivery date when installation is not applicable), whichever is less.

## **8. RESPONSIBILITIES OF THE CONTRACTOR**

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City or otherwise) covering work of this character, and shall include all costs, if any, of such compliance in the prices quoted in this offer.

## **9. TRADE-IN OF INFORMATION TECHNOLOGY EQUIPMENT**

When an ordering activity determines that Information Technology equipment will be replaced, the ordering activity shall follow the contracting policies and procedures in the Federal Acquisition Regulation (FAR), the policies and procedures regarding disposition of information technology, excess personal property, in the Federal Property Management Regulations (FPMR) (41 CFR 101-43.6), and the policies and procedures on exchange/sale contained in the FPMR (41 CFR part 101-46).

**TERMS AND CONDITIONS APPLICABLE TO:  
TERM SOFTWARE LICENSES (SPECIAL ITEM NUMBER 132-32), PERPETUAL SOFTWARE LICENSES  
(SPECIAL ITEM NUMBER 132-33) AND MAINTENANCE (SPECIAL ITEM NUMBER 132-34) OF GENERAL  
PURPOSE COMMERCIAL INFORMATION TECHNOLOGY SOFTWARE  
(SPECIAL ITEM NUMBER 132-32 is NOT APPLICABLE)**

**1. INSPECTION/ACCEPTANCE**

The Contractor shall only tender for acceptance those items that conform to the requirements of this contract. The ordering activity reserves the right to inspect or test any software that has been tendered for acceptance. The ordering activity may require repair or replacement of nonconforming software at no increase in contract price. The ordering activity must exercise its post acceptance rights (1) within a reasonable time after the defect was discovered or should have been discovered; and (2) before any substantial change occurs in the condition of the software, unless the change is due to the defect in the software.

**2. GUARANTEE/WARRANTY**

- a. Unless specified otherwise in this contract, the Contractor's standard commercial guarantee/warranty as stated in the contract's commercial pricelist will apply to this contract.
- b. The Contractor warrants and implies that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this contract.
- c. Limitation of Liability. Except or as otherwise provided by an express or implied warranty, the Contractor will not be liable to the ordering activity for consequential damages resulting from any defect or deficiencies in accepted items.

**3. TECHNICAL SERVICES**

The Contractor, without additional charge to the ordering activity, shall provide a hot line technical support number 301-670-6770 for the purpose of providing user assistance and guidance in the implementation of the software. The technical support number is available from —7:30 A.M. EST to 5:30 P.M. EST.

\*\*Provide telephone number and hours of operation for technical support hot line; indicate applicable time zone for the hours of operation—i.e., Eastern time, Central time, Mountain time or Pacific time.\*\*

**4. SOFTWARE MAINTENANCE**

- a. Software maintenance service shall include the following:  
Software maintenance service shall include the services listed in the Pricelist.
- b. Invoices for maintenance service shall be submitted by the Contractor on a quarterly or monthly basis, after the completion of such period. Maintenance charges must be paid in arrears (31 U.S.C. 3324). PROMPT PAYMENT DISCOUNT, IF APPLICABLE, SHALL BE SHOWN ON THE INVOICE.

**5. PERIODS OF TERM LICENSES (132-32) AND MAINTENANCE (132-34)**

- a. The Contractor shall honor orders for periods for the duration of the contract period or a lesser period of time.
- b. Term licenses and/or maintenance may be discontinued by the ordering activity on thirty (30) calendar day's written notice to the Contractor.

- c. Annual Funding. When annually appropriated funds are cited on an order for term licenses and/or maintenance, the period of the term licenses and/or maintenance shall automatically expire on September 30 of the contract period, or at the end of the contract period, whichever occurs first. Renewal of the term licenses and/or maintenance orders citing the new appropriation shall be required, if the term licenses and/or maintenance are to be continued during any remainder of the contract period.
- d. Cross-Year Funding Within Contract Period. Where an ordering activity's specific appropriation authority provides for funds in excess of a 12 month (fiscal year) period, the ordering activity may place an order under this schedule contract for a period up to the expiration of the contract period, notwithstanding the intervening fiscal years.
- e. Ordering activities should notify the Contractor in writing thirty (30) calendar day's prior to the expiration of an order, if the term licenses and/or maintenance is to be terminated at that time. Orders for the continuation of term licenses and/or maintenance will be required if the term licenses and/or maintenance is to be continued during the subsequent period.

**6. RESERVED**

**7. RESERVED**

**8. UTILIZATION LIMITATIONS - (132-32, 132-33, AND 132-34)**

- a. Software acquisition is limited to commercial computer software defined in FAR Part 2.101.
- b. When acquired by the ordering activity, commercial computer software and related documentation so legend shall be subject to the following:
  - (1) Title to and ownership of the software and documentation shall remain with the Contractor, unless otherwise specified.
  - (2) Software licenses are by site and by ordering activity. An ordering activity is defined as a cabinet level or independent ordering activity. The software may be used by any subdivision of the ordering activity (service, bureau, division, command, etc.) that has access to the site the software is placed at, even if the subdivision did not participate in the acquisition of the software. Further, the software may be used on a sharing basis where multiple agencies have joint projects that can be satisfied by the use of the software placed at one ordering activity's site. This would allow other agencies access to one ordering activity's database. For ordering activity public domain databases, user agencies and third parties may use the computer program to enter, retrieve, analyze and present data. The user ordering activity will take appropriate action by instruction, agreement, or otherwise, to protect the Contractor's proprietary property with any third parties that are permitted access to the computer programs and documentation in connection with the user ordering activity's permitted use of the computer programs and documentation. For purposes of this section, all such permitted third parties shall be deemed agents of the user ordering activity.
  - (3) Except as is provided in paragraph 8.b(2) above, the ordering activity shall not provide or otherwise make available the software or documentation, or any portion thereof, in any form, to any third party without the prior written approval of the Contractor. Third parties do not include prime Contractors, subcontractors and agents of the ordering activity who have the ordering activity's permission to use the licensed software and documentation at the facility, and who have agreed to use the licensed software and documentation only in accordance with these restrictions. This provision does not limit the right of the ordering activity to use software, documentation, or information therein, which the ordering activity may already have or obtains without restrictions.
  - (4) The ordering activity shall have the right to use the computer software and documentation with the computer for which it is acquired at any other facility to which that computer may be transferred, or in cases of disaster recovery, the ordering activity has the right to transfer the software to another

site if the ordering activity site for which it is acquired is deemed to be unsafe for ordering activity personnel; to use the computer software and documentation with a backup computer when the primary computer is inoperative; to copy computer programs for safekeeping (archives) or backup purposes; to transfer a copy of the software to another site for purposes of benchmarking new hardware and/or software; and to modify the software and documentation or combine it with other software, provided that the unmodified portions shall remain subject to these restrictions.

(5) "Commercial Computer Software" may be marked with the Contractor's standard commercial restricted rights legend, but the schedule contract and schedule pricelist, including this clause, "Utilization Limitations" are the only governing terms and conditions, and shall take precedence and supersede any different or additional terms and conditions included in the standard commercial legend.

#### **9. SOFTWARE CONVERSIONS - (132-32 AND 132-33)**

Full monetary credit will be allowed to the ordering activity when conversion from one version of the software to another is made as the result of a change in operating system, or from one computer system to another. Under a perpetual license (132-33), the purchase price of the new software shall be reduced by the amount that was paid to purchase the earlier version. Under a term license (132-32), conversion credits which accrued while the earlier version was under a term license shall carry forward and remain available as conversion credits which may be applied towards the perpetual license price of the new version. *Currently, SIN 132-32 is not contained in VT Aepco's GSA schedule.*

#### **10. DESCRIPTIONS AND EQUIPMENT COMPATIBILITY**

The Contractor shall include, in the schedule pricelist, a complete description of each software product and a list of equipment on which the software can be used. Also, included shall be a brief, introductory explanation of the modules and documentation which are offered.

#### **11. RIGHT-TO-COPY PRICING**

The Contractor shall insert the discounted pricing for right-to-copy licenses.

**TERMS AND CONDITIONS APPLICABLE TO PURCHASE OF  
TRAINING COURSES FOR GENERAL PURPOSE COMMERCIAL  
INFORMATION TECHNOLOGY EQUIPMENT AND SOFTWARE  
(SPECIAL ITEM NUMBER 132-50)**

**1. SCOPE**

- a. The Contractor shall provide training courses normally available to commercial customers, which will permit ordering activity users to make full, efficient use of general purpose commercial IT products. Training is restricted to training courses for those products within the scope of this solicitation.
- b. The Contractor shall provide training at the Contractor's facility and/or at the ordering activity's location, as agreed to by the Contractor and the ordering activity.

**2. ORDER**

Written orders, EDI orders (GSA Advantage! and FACNET), credit card orders, and orders placed under blanket purchase agreements (BPAs) shall be the basis for the purchase of training courses in accordance with the terms of this contract. Orders shall include the student's name, course title, course date and time, and contracted dollar amount of the course.

**3. TIME OF DELIVERY**

The Contractor shall conduct training on the date (time, day, month, and year) agreed to by the Contractor and the ordering activity.

**4. CANCELLATION AND RESCHEDULING**

- a. The ordering activity will notify the Contractor at least seventy-two (72) hours before the scheduled training date, if a student will be unable to attend. The Contractor will then permit the ordering activity to either cancel the order or reschedule the training at no additional charge. In the event the training class is rescheduled, the ordering activity will modify its original training order to specify the time and date of the rescheduled training class.
- b. In the event the ordering activity fails to cancel or reschedule a training course within the time frame specified in paragraph a, above, the ordering activity will be liable for the contracted dollar amount of the training course. The Contractor agrees to permit the ordering activity to reschedule a student who fails to attend a training class within ninety (90) days from the original course date, at no additional charge.
- c. The ordering activity reserves the right to substitute one student for another up to the first day of class.
- d. In the event the Contractor is unable to conduct training on the date agreed to by the Contractor and the ordering activity, the Contractor must notify the ordering activity at least seventy-two (72) hours before the scheduled training date.

**5. FOLLOW-UP SUPPORT**

The Contractor agrees to provide each student with unlimited telephone support for a period of one (1) year from the completion of the training course. During this period, the student may contact the Contractor's instructors for refresher assistance and answers to related course curriculum questions.

## **6. PRICE FOR TRAINING**

The price that the ordering activity will be charged will be the ordering activity training price in effect at the time of order placement, or the ordering activity price in effect at the time the training course is conducted, whichever is less.

## **7. INVOICES AND PAYMENT**

Invoices for training shall be submitted by the Contractor after ordering activity completion of the training course. Charges for training must be paid in arrears (31 U.S.C. 3324). PROMPT PAYMENT DISCOUNT, IF APPLICABLE, SHALL BE SHOWN ON THE INVOICE.

## **8. FORMAT AND CONTENT OF TRAINING**

- a. The Contractor shall provide written materials (i.e., manuals, handbooks, texts, etc.) normally provided with course offerings. Such documentation will become the property of the student upon completion of the training class.
- b. If applicable for hands-on training courses, there must be a one-to-one assignment of IT equipment to students.
- c. The Contractor shall provide each student with a Certificate of Training at the completion of each training course.
- d. The Contractor shall provide the following information for each training course offered:
  - (1) The course title and a brief description of the course content, to include the course format (e.g., lecture, discussion, hands-on training);
  - (2) The length of the course;
  - (3) Mandatory and desirable prerequisites for student enrollment;
  - (4) The minimum and maximum number of students per class;
  - (5) The locations where the course is offered;
  - (6) Class schedules; and
  - (7) Price (per student, per class (if applicable)).
- e. For those courses conducted at the ordering activity's location, instructor travel charges (if applicable), including mileage and daily living expenses (e.g., per diem charges) are governed by Pub. L. 99-234 and FAR Part 31.205-46, and are reimbursable by the ordering activity on orders placed under the Multiple Award Schedule, as applicable, in effect on the date(s) the travel is performed. Contractors cannot use GSA city pair contracts. The Industrial Funding Fee does NOT apply to travel and per diem charges.

## **9. "NO CHARGE" TRAINING**

The Contractor shall describe any training provided with equipment and/or software provided under this contract, free of charge, in the space provided below.

**TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT)  
PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51) AND  
ELECTRONIC COMMERCE (EC) SERVICES (SPECIAL ITEM NUMBER 132-52)(NOT APPLICABLE)**

**1. SCOPE**

- a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services and Special Item Number 132-52 Electronic Commerce Services apply exclusively to IT/EC Services within the scope of this Information Technology Schedule. *Currently, SIN 132-52 is not contained in VT Aepco's GSA schedule.*
- b. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

**2. PERFORMANCE INCENTIVES**

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

**3. ORDER**

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

**4. PERFORMANCE OF SERVICES**

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

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

- a. The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-
  - (1) Cancel the stop-work order; or
  - (2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.
- b. If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-
  - (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
  - (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.
- c. If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.
- d. If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

**6. INSPECTION OF SERVICES**

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

**7. RESPONSIBILITIES OF THE CONTRACTOR**

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

**8. RESPONSIBILITIES OF THE ORDERING ACTIVITY**

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

## 9. INDEPENDENT CONTRACTOR

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

## 10. ORGANIZATIONAL CONFLICTS OF INTEREST

### a. Definitions.

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

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

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

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

## 11. INVOICES

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

## 12. PAYMENTS

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003)) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition As prescribed in 16.601(e)(3), insert the following provision:

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

### 13. RESUMES

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

### 14. INCIDENTAL SUPPORT COSTS

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

### 15. APPROVAL OF SUBCONTRACTS

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

### 16. DESCRIPTION OF IT/EC SERVICES AND PRICING

- a. The Contractor shall provide a description of each type of IT/EC Service offered under Special Item Numbers.  
132-51 and 132-52. IT/EC Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.
- b. Pricing for all IT/EC Services shall be in accordance with the Contractor's customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices.

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

**EXAMPLE:** Commercial Job Title: System Engineer

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

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

Minimum Education: Bachelor's Degree in Computer Science

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

### **PREAMBLE**

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

### **COMMITMENT**

- To actively seek and partner with small businesses.
- To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.
- To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.
- To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.
- To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.
- To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.
- To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact Joyce Villella, Director, Telephone (301) 670-6770, [joyce.villella@vtaepco.com](mailto:joyce.villella@vtaepco.com); or Kyle Renehan, Manager, Telephone (301) 670-6770, [kyle.renehan@vtaepco.com](mailto:kyle.renehan@vtaepco.com).

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

(Insert Customer Name)

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

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

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

Signatures

\_\_\_\_\_  
Ordering Activity

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Date

BPA NUMBER \_\_\_\_\_

**(CUSTOMER NAME)  
BLANKET PURCHASE AGREEMENT**

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

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

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

- (2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

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

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

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

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

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

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

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

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

- (9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.
- (10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

\*\*\*\*\*

**BASIC GUIDELINES FOR USING  
"CONTRACTOR TEAM ARRANGEMENTS"**

Federal Supply Schedule Contractors may use "Contractor Team Arrangements" (see FAR 9.6) to provide solutions when responding to an ordering activity requirement.

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

Orders under a Team Arrangement are subject to terms and conditions of the Federal Supply Schedule Contract. Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.

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

Here is a general outline on how it works:

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

## **PROFESSIONAL STAFF**

### **ANALYST VI**

**Minimum/General Experience:** Ten or more years of management experience in the analysis, planning, design, development, implementation and support of various ADP, telecommunication and hardware systems. Proficient in program, financial and resources management, logistics support and acquisition/development of systems and equipment. Proficient in automated government acquisition and contract management processes. Significant experience in planning, monitoring and tracking government contract activities, including prime and subcontractor activities and deliverables.

**Functional Responsibility:** Provides senior level program management of individual or major task(s) of government contracts. Organizes and supervises technical expertise in logistics, training, financial management, human resource management, configuration management, analysis, acquisition, operations control, quality control, ADP and/or telecommunication systems to support contract efforts. Utilizes various software programs to keep track of procurement, budget, quality control and administrative processes and to prepare progress reports on contract activities. Directs the design, formulation, implementation, operation and maintenance of various systems, equipment and procedures to meet contract requirements. Oversees planning, direction and coordination of work activity for technical staff involved in structured systems analysis, design, programming, and testing of various ADP, telecommunication and hardware systems.

**Minimum Education:** Advanced degree, a Bachelor's degree with at least 15 years relevant experience, or Associate degree with 20 years relevant experience in computer science, information systems, business administration, finance, accounting, engineering or a related field.

### **ANALYST V**

**Minimum/General Experience:** Eight or more years of management experience in the analysis, planning, design, development, implementation and support of various ADP, telecommunication and hardware systems. Highly experienced in program, financial and resources management, logistics support and acquisition/development of systems and equipment. Highly experienced in automated government acquisition and contract management processes. Significant experience in planning, monitoring and tracking government contract activities, including prime and subcontractor activities and deliverables.

**Functional Responsibility:** Provides senior level program management of individual or major task(s) of government contracts. Organizes and supervises technical expertise in logistics, training, financial management, human resource management, configuration management, analysis, acquisition, operations control, quality control, ADP and/or telecommunication systems to support contract efforts. Utilizes various software programs to keep track of procurement, budget, quality control, administrative processes and to prepare progress reports on contract activities. Directs the design, formulation, implementation, operation and maintenance of various systems, equipment and procedures to meet contract requirements. Oversees planning, direction, and coordination of work activity for technical staff involved in structured systems analysis, design, programming and testing of various ADP, telecommunication and hardware systems.

**Minimum Education:** Advanced degree, a Bachelor's degree with at least 10 years relevant experience, or Associate degree with 15 years relevant experience in computer science, information systems, business administration, finance, accounting, engineering or a related field.

### **ANALYST IV**

**Minimum/General Experience:** Five or more years of management experience in the analysis, planning, design, development, implementation and support of various ADP, telecommunication and hardware systems. Experienced in program, financial and resources management, logistics support and acquisition/development of

systems and equipment. Experienced in automated government acquisition and contract management processes. Demonstrated experience in planning, monitoring and tracking government contract activities, including prime and subcontractor activities and deliverables.

**Functional Responsibility:** Provides program management of individual small-to-medium range government contracts or comprehensive tasks thereof. Oversees and provides technical expertise in logistics, training, financial management, human resource management, configuration management, analysis, acquisition, operations control, quality control, ADP and/or telecommunication systems to support contract efforts. Utilizes various software programs to keep track of procurement, budget, quality control and administrative processes and to prepare progress reports on contract activities. Coordinates and provides the design, formulation, implementation, operation and maintenance of various systems, equipment and procedures to meet contract requirements. Provides planning, direction, and coordination of work activity for technical staff involved in structured systems analysis, design, programming and testing of various ADP, telecommunication and hardware systems.

**Minimum Education:** Advanced degree, a Bachelor's degree with at least seven years relevant experience, Associate degree with 10 years relevant experience or high school degree with 20 years relevant experience in computer science, information systems, business administration, finance, accounting, engineering or a related field.

### **ANALYST III**

**Minimum/General Experience:** Four or more years of management experience in the analysis, planning, design, development, implementation and support of various ADP, telecommunication and hardware systems. Some experience in program, financial and resources management, logistics support and acquisition/development of systems and equipment. Knowledgeable of automated government acquisition and contract management processes. Some experience in planning, monitoring and tracking government contract activities, including prime and subcontractor activities and deliverables.

**Functional Responsibility:** Provides program management of individual task(s) of government contracts. Provides and guides technical expertise in logistics, training, financial management, human resource management, configuration management, analysis, acquisition, operations control, quality control, ADP and/or telecommunication systems to support contract efforts. Utilizes various software programs to keep track of procurement, budget, quality control and administrative processes and to prepare progress reports on contract activities. Provides and coordinates the design, formulation, implementation, operation and maintenance of various systems, equipment and procedures to meet contract requirements. Provides planning, direction and coordination of work activity for technical staff involved in structured systems analysis, design, programming and testing of various ADP, telecommunication, and hardware systems.

**Minimum Education:** Advanced degree, a Bachelor's degree with at least six years relevant experience, Associate degree with eight years relevant experience or high school degree with 15 years relevant experience in computer science, information systems, business administration, finance, accounting, engineering or a related field.

### **ANALYST II**

**Minimum/General Experience:** Three or more years of experience in the analysis, planning, design, development, implementation and support of various ADP, telecommunication and hardware systems. Knowledgeable of program, financial and resources management, logistics support and/or acquisition/development of systems and equipment. Knowledgeable of planning, monitoring and tracking government contract activities.

**Functional Responsibility:** Provides technical expertise in logistics, training, financial management, human resource management, configuration management, analysis, acquisition, operations control, quality control, ADP

and/or telecommunication systems to support contract efforts. Utilizes various software programs to keep track of procurement, budget, quality control and administrative processes. Designs, formulates, implements, operates and maintains various systems, equipment and procedures to meet contract requirements. Coordinates work activity for technical staff involved in structured systems analysis, design, programming and testing of various ADP, telecommunication and hardware systems.

**Minimum Education:** Bachelor's degree, Associate degree with five years relevant experience or high school degree with 10 years relevant experience in computer science, information systems, business administration, finance, accounting, engineering or a related field.

### **ANALYST I**

**Minimum/General Experience:** Limited experience in the analysis, planning, design, development, implementation and support of various ADP, telecommunication and hardware systems. Knowledgeable of logistics support and/or acquisition/development of systems and equipment.

**Functional Responsibility:** Provides technical expertise in logistics, training, financial management, human resource management, configuration management, analysis, acquisition, operations control, quality control, ADP and/or telecommunication systems to support contract efforts. Designs, formulates, implements, operates and maintains various systems, equipment and procedures to meet contract requirements. Programs and tests various ADP, telecommunication and hardware systems.

**Minimum Education:** Bachelor's degree, Associate degree with two years relevant experience or high school degree with five years relevant experience in computer science, information systems, business administration, finance, accounting, engineering or a related field.

### **JUNIOR ANALYST**

**Minimum/General Experience:** Two or less years of experience in a technical, ADP or other field. Experienced in operating personal computer systems.

**Functional Responsibility:** Provides assistance in logistics, training, financial management, human resource management, configuration management, analysis, acquisition, operations control, quality control, ADP and/or telecommunication systems to support contract efforts. Assists in the design, formulation, implementation, operation and maintenance of various systems, equipment and procedures to meet contract requirements. Assists in the programming and testing of ADP, telecommunications and hardware systems.

**Minimum Education:** Associate degree or high school degree/special training with at least two years relevant experience.

### **ARCHITECT VI**

**Minimum/General Experience:** Ten or more years of management experience in the analysis, planning, design, specifications/requirements development and overseeing projects. Proficient in program, financial, and resources management. Proficient in automated government acquisition and contract management processes. Significant experience in planning, monitoring and tracking government contract activities, including prime and subcontractor activities and deliverables.

**Functional Responsibility:** Provides senior level program management of individual or major task(s) of government contracts. Supervises the research, planning and design of space planning projects to support corporate and contractual requirements, and applying knowledge of design. Consults with clients and corporate personnel to determine functional and spatial requirements of new structures or renovations, and directs the preparation of information regarding design, specifications, materials, color, equipment, and estimated costs.

Directs the planning of the layout of projects and integrates engineering elements into unified design for review and approval. Utilizes and supervises the use of computer aided design software and equipment to prepare scale drawings and contract documents. Manages contracts and conducts periodic on-site observation of work progress to monitor compliance with approved plans.

**Minimum Education:** Advanced degree, a Bachelor's degree with at least 10 years relevant experience, or Associate degree with 15 years relevant experience in engineering or a related field.

### **ARCHITECT V**

**Minimum/General Experience:** Eight or more years of management experience in the analysis, planning, design, specifications/requirements development and overseeing projects. Highly experienced in program, financial and resources management. Highly experienced in automated government acquisition and contract management processes. Significant experience in planning, monitoring and tracking government contract activities, including prime and subcontractor activities and deliverables.

**Functional Responsibility:** Provides senior level program management of individual or major task(s) of government contracts. Supervises the research, planning and design of space planning projects to support corporate and contractual requirements, and applying knowledge of design. Consults with clients and corporate personnel to determine functional and spatial requirements and directs the preparation of information regarding design, specifications, materials, color, equipment, estimated costs and project time. Directs the planning of the layout of projects and integrates engineering elements into unified design for review and approval. Utilizes and supervises the use of computer aided design software and equipment to prepare scale drawings and contract documents. Manages contracts and conducts periodic on-site observation of work progress to monitor compliance with approved plans.

**Minimum Education:** Advanced degree, a Bachelor's degree with at least 15 years relevant experience, or Associate degree with 20 years relevant experience in engineering or a related field.

### **ARCHITECT IV**

**Minimum/General Experience:** Five or more years of management experience in the analysis, planning, design, specifications/requirements development and overseeing projects. Experienced in program, financial and resources management. Experienced in automated government acquisition and contract management processes. Demonstrated experience in planning, monitoring and tracking government contract activities, including prime and subcontractor activities and deliverables.

**Functional Responsibility:** Provides program management of individual small-to-medium range government contracts or comprehensive tasks thereof. Oversees and provides the research, planning and design of space planning projects to support corporate and contractual requirements, and applying knowledge of design. Consults with clients and corporate personnel to determine functional and spatial requirements, and prepares information regarding design, specifications, materials, color, equipment, estimated costs and project time. Directs the planning of the layout of projects and integrates engineering elements into unified design for review and approval. Utilizes and supervises the use of computer aided design software and equipment to prepare scale drawings and contract documents. Administers contracts and conducts periodic on-site observation of work progress to monitor compliance with approved plans.

**Minimum Education:** Advanced degree, a Bachelor's degree with at least 7 years relevant experience, Associate degree with 10 years relevant experience or high school degree with 20 years relevant experience in engineering or a related field.

### **ARCHITECT III**

**Minimum/General Experience:** Four or more years of management experience in the analysis, planning, design, specifications/requirements development and overseeing projects. Some experience in program, financial and resources management. Knowledgeable of automated government acquisition and contract management processes. Some experience in planning, monitoring and tracking government contract activities, including prime and subcontractor activities and deliverables.

**Functional Responsibility:** Provides program management of individual task(s) of government contracts. Provides and guides the research, planning and design of space planning projects to support corporate and contractual requirements, and applying knowledge of design. Consults with clients and corporate personnel to determine functional and spatial requirements of projects, and prepares information regarding design, specifications, materials, color, equipment, estimated costs and project time. Directs the planning of the layout of projects and integrates engineering elements into unified design for review and approval. Utilizes computer aided design software and equipment to prepare scale drawings and contract documents. Administers contracts and conducts periodic on-site observation of work progress to monitor compliance with approved plans.

**Minimum Education:** Advanced degree, a Bachelor's degree with at least six years relevant experience, Associate degree with eight years relevant experience or high school degree with 15 years relevant experience in engineering or a related field.

### **ARCHITECT II**

**Minimum/General Experience:** Three or more years of experience in the analysis, planning, design, specifications/requirements development and overseeing projects. Knowledgeable of program, financial and resources management. Knowledgeable of planning, monitoring and tracking government contract activities.

**Functional Responsibility:** Provides research, planning and design of space planning projects to support corporate and contractual requirements, applying knowledge of design. Prepares information regarding design, specifications, materials, color, equipment, and estimated costs. Plans layout of projects and integrates engineering elements into unified design for review and approval. Utilizes computer aided design software and equipment to prepare scale drawings and contract documents. Assists in conducting periodic on-site observation of work progress to monitor compliance with approved plans.

**Minimum Education:** Bachelor's degree, Associate degree with 5 years relevant experience or high school degree with 10 years relevant experience in engineering or a related field.

### **ARCHITECT I**

**Minimum/General Experience:** Limited experience in the analysis, planning, design, specifications/requirements development and overseeing projects.

**Functional Responsibility:** Provides research, planning and design of space planning projects to support corporate and contractual requirements, applying knowledge of design, and materials. Prepares of information regarding design, specifications, materials, color, equipment, and estimated costs. Assists in planning layout of projects and integrates engineering elements into unified design for review and approval. Utilizes computer aided design software and equipment to prepare scale drawings and contract documents. Assists in conducting periodic on-site observation of work progress to monitor compliance with approved plans.

**Minimum Education:** Bachelor's degree, Associate degree with two years relevant experience or high school degree with five years relevant experience in engineering or a related field.

## **JUNIOR ARCHITECT**

**Minimum/General Experience:** Two or less years experience in an engineering or other field. Experience in operating personal computer systems.

**Functional Responsibility:** Provides assistance in researching, planning and designing space planning projects to support corporate and contractual requirements, and applying knowledge of design. Assists in the preparation of information regarding design, specifications, materials, color, equipment, and estimated costs. Assists in the preparation of scale drawings and contract documents.

**Minimum Education:** Associate degree or high school degree/special training with at least two years relevant experience.

## **SYSTEMS ANALYST VI**

**Minimum/General Experience:** Ten or more years of management experience in the planning, design, development, implementation and support of various ADP and telecommunications software programs. Proficient in program, financial, and resources management, logistics support and acquisition/development of computer systems and equipment. Proficient in automated government acquisition and contract management processes. Demonstrated experience in planning, monitoring and tracking government contract activities, including prime and subcontractor activities and deliverables.

**Functional Responsibility:** Provides senior level program management of individual or major tasks of government contracts. Directs systems analysis and design in the development, implementation and documentation of various in-house and/or on-site client based customized software programs. Oversees review and analysis of functional specifications leading to design modules and program specification requirements. Coordinates the planning and analysis of software requirements to determine feasibility of design within time and cost constraints. Supervises the implementation, documentation, testing, operation and maintenance of program modules. Consults with hardware engineers and other technical staff to evaluate interface between hardware and software and operational and performance requirements of overall systems. Supervises the installation of software programs and systems. Utilizes various software programs to track procurement, budget, quality control and administrative processes and to prepare progress reports on contract activities. Oversees the planning, direction, and coordination of work activity for technical staff involved in structured systems analysis, design, programming and testing of various ADP and telecommunication systems.

**Minimum Education:** Advanced degree, a Bachelor's degree with at least 15 years relevant experience, or Associate degree with 20 years relevant experience in computer science, information systems, business administration, finance, accounting, engineering or a related field.

## **SYSTEMS ANALYST V**

**Minimum/General Experience:** Eight or more years of management experience in the planning, design, development, implementation and support of various ADP and telecommunications software programs. Highly experienced in program, financial, and resources management, logistics support and acquisition/development of computer systems and equipment. Highly experienced in automated government acquisition and contract management processes. Demonstrated experience in planning, monitoring and tracking government contract activities, including prime and subcontractor activities and deliverables.

**Functional Responsibility:** Provides senior level program management of individual or major tasks of government contracts. Directs systems analysis and design in the development, implementation and documentation of various in-house and/or on-site client based customized software programs. Oversees the review and analysis of functional specifications leading to design modules and program specification requirements. Coordinates the planning and analysis of software requirements to determine feasibility of design within time and cost constraints. Supervises the implementation, documentation, testing, operation and

maintenance of program modules. Consults with hardware engineers and other technical staff to evaluate interface between hardware and software and operational and performance requirements of overall systems. Supervises the installation of software programs and systems. Utilizes various software programs to track procurement, budget, quality control and administrative processes and to prepare progress reports on contract activities. Oversees the planning, direction, and coordination of work activity for technical staff involved in structured systems analysis, design, programming and testing of various ADP and telecommunication systems.

**Minimum Education:** Advanced degree, a Bachelor's degree with at least 10 years relevant experience, or Associate degree with 15 years relevant experience in computer science, information systems, business administration, finance, accounting, engineering or a related field.

#### **SYSTEMS ANALYST IV**

**Minimum/General Experience:** Five or more years of management experience in the planning, design, development, implementation and support of various ADP and telecommunications software programs. Experienced in program, financial, and resources management, logistics support and acquisition/development of computer systems and equipment. Experienced in automated government acquisition and contract management processes. Demonstrated experience in planning, monitoring and tracking government contract activities, including prime and subcontractor activities and deliverables.

**Functional Responsibility:** Provides program management of individual small-to-medium range government contracts or comprehensive tasks thereof. Oversees and provides systems analysis and design in the development, implementation and documentation of various in-house and/or on-site client based customized software programs. Manages the review and analysis of functional specifications leading to design modules and program specification requirements. Plans and analyzes software requirements to determine feasibility of design within time and cost constraints. Coordinates the implementation, documentation, testing, operation and maintenance of program modules. Consults with hardware engineers and other technical staff to evaluate interface between hardware and software and operational and performance requirements of overall small-to-medium systems. Coordinates the installation of software programs and systems. Utilizes various software programs to keep track of procurement, budget, quality control and administrative processes and to prepare progress reports on contract activities. Provides planning, direction, and coordination of work activity for technical staff involved in structured systems analysis, design, programming and testing of various ADP and telecommunication systems.

**Minimum Education:** Advanced degree, a Bachelor's degree with at least seven years relevant experience, Associate degree with 10 years relevant experience or high school degree with 20 years relevant experience in computer science, information systems, business administration, finance, accounting, engineering or a related field.

#### **SYSTEMS ANALYST III**

**Minimum/General Experience:** Four or more years of management experience in the planning, design, development, implementation and support of various ADP and telecommunications software programs. Some experienced in program, financial, and resources management, logistics support and acquisition/ development of computer systems and equipment. Knowledgeable of automated government acquisition and contract management processes. Some experience in planning, monitoring and tracking government contract activities, including prime and subcontractor activities and deliverables.

**Functional Responsibility:** Provides program management of individual tasks of government contracts. Provides and guides systems analysis and design in the development, implementation and documentation of various in-house and/or on-site client based customized software programs. Coordinates the review and analysis of functional specifications leading to design modules and program specification requirements. Plans and analyzes software requirements to determine feasibility of design within time and cost constraints. Coordinates the implementation, documentation, testing, operation and maintenance of program modules. Consults with hardware engineers and other technical staff to evaluate interface between hardware and software and

operational and performance requirements of overall small-to-medium systems. Coordinates the installation of software programs and systems. Utilizes various software programs to keep track of procurement, budget, quality control and administrative processes and to prepare progress reports on contract activities. Provides planning, direction, and coordination of work activity for technical staff involved in structured systems analysis, design, programming and testing of various ADP and telecommunication systems.

**Minimum Education:** Advanced degree, a Bachelor's degree with at least six years relevant experience, Associate degree with eight years relevant experience or high school degree with 15 years relevant experience in computer science, information systems, business administration, finance, accounting, engineering or a related field.

### **SYSTEMS ANALYST II**

**Minimum/General Experience:** Three or more years of experience in the planning, design, development, implementation and support of various ADP and telecommunications software programs. Knowledgeable of program, financial, and resources management, logistics support and acquisition/ development of computer systems and equipment. Knowledgeable of planning, monitoring and tracking government contract activities.

**Functional Responsibility:** Provides systems analysis and design in the development, implementation and documentation of various in-house and/or on-site client based customized software programs. Reviews and analyzes functional specifications leading to design modules and program specification requirements. Implements, documents, tests, operates and maintains program modules. Installs of software programs and systems. Coordinates work activity for technical staff involved in structured systems analysis, design, programming and testing of various ADP and telecommunication systems.

**Minimum Education:** Bachelor's degree, Associate degree with five years relevant experience or high school degree with 10 years relevant experience in computer science, information systems, business administration, finance, accounting, engineering or a related field.

### **SYSTEMS ANALYST I**

**Minimum/General Experience:** Limited experience in the planning, design, development, implementation and support of various ADP and telecommunications software programs. Knowledgeable of logistics support and acquisition / development of computer systems and equipment.

**Functional Responsibility:** Provides systems analysis and design in the development, implementation and documentation of various in-house and/or on-site client based customized software programs. Reviews and analyzes functional specifications leading to design modules and program specification requirements. Implements, documents, tests, operates and maintains program modules. Coordinates the installation of software programs and systems.

**Minimum Education:** Bachelor's degree, Associate degree with two years relevant experience or high school degree with five years relevant experience in computer science, information systems, business administration, finance, accounting, engineering or a related field.

### **JUNIOR SYSTEMS ANALYST**

**Minimum/General Experience:** Two or less years of experience in a technical, ADP or other field. Experienced in operating personal computer systems.

**Functional Responsibility:** Provides assistance in systems analysis and design in the development, implementation and documentation of various in-house and/or on-site client based customized software programs. Assists in reviewing and analyzing functional specifications leading to design modules and program

specification requirements. Assists in the implementation, documentation, testing, operation and maintenance of program modules. Assists in the installation of software programs and systems.

**Minimum Education:** Associates degree or high school degree/special training with at least two years relevant experience.

### **ENGINEER VI**

**Minimum/General Experience:** Ten or more years of management experience in the analysis, planning, design, development, installation and support of integrated systems. Proficient in program, financial and resources management, engineering support and acquisition/development of systems and equipment. Proficient in automated government acquisition and contract management processes. Significant experience in planning, monitoring and tracking government contract activities, including prime and subcontractor activities and deliverables.

**Functional Responsibility:** Provides senior level program management of individual or major task(s) of government contracts. Supervises the research, development, design, installation and testing of integrated systems of personnel, materials, machinery and equipment to ensure conformity to functional specifications and client requirements. Directs and coordinates program activities designed to provide technology that ensure effective and economical support of products, systems or equipment. Oversees the analysis of contractual commitments, customer specifications, design changes and other data to plan and develop program activities throughout the product life-cycle. Determines support milestones and anticipates problems arising from inadequate resources and other factors. Utilizes computer-assisted engineering and design software and equipment to perform engineering tasks. Directs and coordinates the operation, maintenance, repair and testing of equipment and systems in field installations. Supervises the development and conduct of tests to evaluate equipment safety levels and recommends measures to reduce or eliminate hazards. Designs and directs technical staff in employing test control apparatus and equipment and determining methods, procedures and conditions for testing applicable products or systems. Oversees special research or technical studies critical to support functions, utilizing computer techniques for analysis or simulation. Directs the preparation of handbooks, bulletins and information systems to provide support. Utilizes various software programs to track procurement, budget, quality control and administrative processes and to prepare progress reports on contract activities. Oversees planning, direction and coordination of work activity for technical staff involved in structured systems analysis, design, programming and testing of various integrated systems.

**Minimum Education:** Advanced degree, a Bachelor's degree with at least 15 years relevant experience, or Associate degree with 20 years relevant experience in an engineering or a related field.

### **ENGINEER V**

**Minimum/General Experience:** Eight or more years of management experience in the analysis, planning, design, development, installation and support of integrated systems. Highly experienced in program, financial and resources management, engineering support and acquisition/development of systems and equipment. Highly experienced in automated government acquisition and contract management processes. Significant experience in planning, monitoring and tracking government contract activities, including prime and subcontractor activities and deliverables.

**Functional Responsibility:** Provides senior level program management of individual or major task(s) of government contracts. Supervises the research, development, design, installation and testing of integrated systems of personnel, materials, machinery and equipment to ensure conformity to functional specifications and client requirements. Directs and coordinates program activities designed to provide technology that ensure effective and economical support of products, systems or equipment. Oversees the analysis of contractual commitments, customer specifications, design changes and other data to plan and develop program activities throughout the product life-cycle. Determines support milestones and anticipates problems arising from inadequate resources and other factors. Utilizes computer-assisted engineering and design software and equipment to perform engineering tasks. Directs and coordinates the operation, maintenance, repair and testing

of equipment and systems in field installations. Supervises the development and conduct of tests to evaluate equipment safety levels and recommends measures to reduce or eliminate hazards. Designs and directs technical staff in employing test control apparatus and equipment and determining methods, procedures and conditions for testing applicable products or systems. Oversees special research or technical studies critical to support functions, utilizing computer techniques for analysis or simulation. Directs the preparation of handbooks, bulletins and information systems to provide support. Utilizes various software programs to track procurement, budget, quality control and administrative processes and to prepare progress reports on contract activities. Oversees planning, direction and coordination of work activity for technical staff involved in structured systems analysis, design, programming and testing of various integrated systems.

**Minimum Education:** Advanced degree, a Bachelor's degree with at least 10 years relevant experience, or Associate degree with 15 years relevant experience in an engineering or a related field.

### **ENGINEER IV**

**Minimum/General Experience:** Five or more years of management experience in the analysis, planning, design, development, installation and support of integrated systems. Experienced in program, financial and resources management, engineering support and acquisition/development of systems and equipment. Experienced in automated government acquisition and contract management processes. Demonstrated experience in planning, monitoring and tracking government contract activities, including prime and subcontractor activities and deliverables.

**Functional Responsibility:** Provides program management of individual government contracts or comprehensive tasks thereof. Oversees the research, development, design, installation and testing of integrated systems of personnel, materials, machinery and equipment to ensure conformity to functional specifications and client requirements. Conducts and coordinates program activities designed to provide technology that ensure effective and economical support of products, systems or equipment. Manages the analysis of contractual commitments, customer specifications, design changes and other data to plan and develop program activities throughout the product life-cycle. Determines support milestones and anticipates problems arising from inadequate resources and other factors. Utilizes computer-assisted engineering and design software and equipment to perform engineering tasks. Coordinates the operation, maintenance, repair and testing of equipment and systems in field installations. Oversees the development and conduct of tests to evaluate equipment safety levels and recommends measures to reduce or eliminate hazards. Coordinates technical staff in employing test control apparatus and equipment and determining methods, procedures and conditions for testing applicable products or systems. Manages special research or technical studies critical to support functions, utilizing computer techniques for analysis or simulation. Oversees the preparation of handbooks, bulletins and information systems to provide support. Utilizes various software programs to track procurement, budget, quality control and administrative processes and to prepare progress reports on contract activities. Provides planning, direction and coordination of work activity for technical staff involved in structured systems analysis, design, programming and testing of various integrated systems.

**Minimum Education:** Advanced degree, a Bachelor's degree with at least seven years relevant experience, Associate degree with 10 years relevant experience or high school degree with 20 years relevant experience in an engineering or a related field.

### **ENGINEER III**

**Minimum/General Experience:** Four or more years of management experience in the analysis, planning, design, development, installation and support of integrated systems. Some Experience in program, financial and resources management, engineering support and acquisition/development of systems and equipment. Knowledgeable of automated government acquisition and contract management processes. Some experience in planning, monitoring and tracking government contract activities, including prime and subcontractor activities and deliverables.

**Functional Responsibility:** Provides program management of individual tasks of government contracts. Conducts and guides the research, development, design, installation and testing of integrated systems of personnel, materials, machinery and equipment to ensure conformity to functional specifications and client requirements. Conducts and coordinates program activities designed to provide technology that ensure effective and economical support of products, systems or equipment. Analyzes contractual commitments, customer specifications, design changes and other data to plan and develop program activities throughout the product life-cycle. Determines support milestones and anticipates problems arising from inadequate resources and other factors. Utilizes computer-assisted engineering and design software and equipment to perform engineering tasks. Coordinates the operation, maintenance, repair and testing of equipment and systems in field installations. Develops and conducts tests to evaluate equipment safety levels and recommends measures to reduce or eliminate hazards. Coordinates technical staff in employing test control apparatus and equipment and determining methods, procedures and conditions for testing applicable products or systems. Conducts special research or technical studies critical to support functions, utilizing computer techniques for analysis or simulation. Coordinates the preparation of handbooks, bulletins and information systems to provide support. Utilizes various software programs to track procurement, budget, quality control and administrative processes and to prepare progress reports on contract activities. Provides planning, direction and coordination of work activity for technical staff involved in structured systems analysis, design, programming and testing of various integrated systems.

**Minimum Education:** Advanced degree, a Bachelor's degree with at least six years relevant experience, Associate degree with eight years relevant experience or high school degree with 15 years relevant experience in an engineering or a related field.

## **ENGINEER II**

**Minimum/General Experience:** Three or more years of experience in the analysis, planning, design, development, installation and support of integrated systems. Knowledgeable of program, financial and resources management, engineering support and acquisition/development of systems and equipment. Knowledgeable of planning, monitoring and tracking government contract activities.

**Functional Responsibility:** Provides research, development, design, installation and testing of integrated systems of personnel, materials, machinery and equipment to ensure conformity to functional specifications and client requirements. Conducts program activities designed to provide technology that ensure effective and economical support of products, systems or equipment. Analyzes contractual commitments, customer specifications, design changes and other data to plan and develop program activities throughout the product life cycle. Utilizes computer-assisted engineering and design software and equipment to perform engineering tasks. Operates, maintains, repairs and tests equipment and systems in field installations. Conducts tests to evaluate equipment safety levels and recommends measures to reduce or eliminate hazards. Employs test control apparatus and equipment and assists in determining methods, procedures and conditions for testing applicable products or systems. Prepares handbooks, bulletins and information systems to provide support. Utilizes various software programs to track procurement, budget, quality control and administrative processes. Coordinates work activity for technical staff involved in structured systems analysis, design, programming and testing of various integrated systems.

**Minimum Education:** A Bachelor's degree, Associate degree with five years relevant experience or high school degree with 10 years relevant experience in an engineering or a related field.

## **ENGINEER I**

**Minimum/General Experience:** Limited experience in the analysis, planning, design, development, installation and support of integrated systems. Knowledgeable of engineering support and acquisition/development of systems and equipment.

**Functional Responsibility:** Provides research, development, design, installation and testing of integrated systems of personnel, materials, machinery and equipment to ensure conformity to functional specifications and

client requirements. Conducts program activities designed to provide technology that ensure effective and economical support of products, systems or equipment. Utilizes computer-assisted engineering and design software and equipment to perform engineering tasks. Operates, maintains, repairs and tests equipment and systems in field installations. Conducts tests to evaluate equipment safety levels. Uses test control apparatus and equipment. Prepares handbooks, bulletins and information systems to provide support

**Minimum Education:** Bachelor's degree, Associate degree with two years relevant experience or high school degree with five years relevant experience in an engineering or a related field.

### **JUNIOR ENGINEER**

**Minimum/General Experience:** Two or less years of experience in a technical or engineering field. Experienced in operating personal computer systems.

**Functional Responsibility:** Assists in providing research, development, design, installation and testing of integrated systems of personnel, materials, machinery and equipment to ensure conformity to functional specifications and client requirements. Assists in conducting program activities designed to provide technology that ensure effective and economical support of products, systems or equipment. Assists in utilizing computer-assisted engineering and design software and equipment to perform engineering tasks. Provides assistance in operating, maintaining, repairing and testing equipment and systems in field installations. Assists in the conduct of tests to evaluate equipment safety levels. Assists in the preparation of handbooks, bulletins and information systems to provide support.

**Minimum Education:** Associate degree or high school degree/special training with at least two years relevant experience.

### **SCIENTIST VI**

**Minimum/General Experience:** Ten or more years of management experience in the research, identification and assessment of environmental problems and the planning, development and management of environmental resource requirements. Proficient in program, financial and resources management, and scientific and engineering principles. Proficient in automated government acquisition and contract management processes. Significant experience in planning, monitoring and tracking government contract activities, including prime and subcontractor activities and deliverables.

**Functional Responsibility:** Provides senior level program management of individual or major task(s) of government contracts. Directs the research and development of theories or methods of controlling sources of environmental pollutants, utilizing knowledge of principles and concepts of various scientific and engineering disciplines in determining data collection methods to be employed in research projects and surveys. Supervises the planning and development of research models, using knowledge of mathematical, statistical and physical science concepts and approaches. Coordinates the identification and analysis of sources of pollution to determine their effects. Oversees the collection and synthesis of data derived from pollution emission measurements, atmospheric monitoring and soil or water samples. Supervises the preparation of graphs, charts and statistical models from synthesized data, using knowledge of mathematical, statistical and engineering analysis techniques. Directs the analysis of data to assess pollution problems, establish standards and develop approaches for control of pollution. Utilizes various software programs to keep track of procurement, budget, quality control and administrative processes and to prepare progress reports on contract activities. Oversees the planning, direction and coordination of work activity for technical staff involved in structured research, analysis and synthesis of environmental data and the control of pollution problems.

**Minimum Education:** Advanced degree, a Bachelor's degree with at least 15 years relevant experience, or Associate degree with 20 years relevant experience in an engineering, physical science, mathematical or a related field.

## **SCIENTIST V**

**Minimum/General Experience:** Eight or more years of management experience in the research, identification and assessment of environmental problems and the planning, development and management of environmental resource requirements. Highly experienced in program, financial and resources management, and scientific and engineering principles. Highly experienced in automated government acquisition and contract management processes. Significant experience in planning, monitoring and tracking government contract activities, including prime and subcontractor activities and deliverables.

**Functional Responsibility:** Provides senior level program management of individual or major task(s) of government contracts. Directs the research and development of theories or methods of controlling sources of environmental pollutants, utilizing knowledge of principles and concepts of various scientific and engineering disciplines in determining data collection methods to be employed in research projects and surveys. Supervises the planning and development of research models, using knowledge of mathematical, statistical and physical science concepts and approaches. Coordinates the identification and analysis of sources of pollution to determine their effects. Oversees the collection and synthesis of data derived from pollution emission measurements, atmospheric monitoring and soil or water samples. Supervises the preparation of graphs, charts and statistical models from synthesized data, using knowledge of mathematical, statistical and engineering analysis techniques. Directs the analysis of data to assess pollution problems, establish standards and develop approaches for control of pollution. Utilizes various software programs to keep track of procurement, budget, quality control and administrative processes and to prepare progress reports on contract activities. Oversees the planning, direction and coordination of work activity for technical staff involved in structured research, analysis and synthesis of environmental data and the control of pollution problems.

**Minimum Education:** Advanced degree, a Bachelor's degree with at least 10 years relevant experience, or Associate degree with 15 years relevant experience in an engineering, physical science, mathematical or a related field.

## **SCIENTIST IV**

**Minimum/General Experience:** Five or more years of management experience in the research, identification and assessment of environmental problems and the planning, development and management of environmental resource requirements. Experienced in program, financial and resources management, and scientific and engineering principles. Experienced in automated government acquisition and contract management processes. Demonstrated experience in planning, monitoring and tracking government contract activities, including prime and subcontractor activities and deliverables.

**Functional Responsibility:** Provides program management of individual small-to-medium range government contracts or comprehensive tasks thereof. Oversees the research and development of theories or methods of controlling sources of environmental pollutants, utilizing knowledge of principles and concepts of various scientific and engineering disciplines in determining data collection methods to be employed in research projects and surveys. Coordinates the planning and development of research models, using knowledge of mathematical, statistical and physical science concepts and approaches. Coordinates the identification and analysis of sources of pollution to determine their effects. Supervises the collection and synthesis of data derived from pollution emission measurements, atmospheric monitoring and soil or water samples. Directs the preparation of graphs, charts and statistical models from synthesized data, using knowledge of mathematical, statistical and engineering analysis techniques. Oversees the analysis of data to assess pollution problems, establish standards and develop approaches for control of pollution. Utilizes various software programs to keep track of procurement, budget, quality control and administrative processes and to prepare progress reports on contract activities. Provides planning, direction and coordination of work activity for technical staff involved in structured research, analysis and synthesis of environmental data and the control of pollution problems.

**Minimum Education:** Advanced degree, a Bachelor's degree with at least seven years relevant experience, Associate degree with 10 years relevant experience or high school degree with 20 years relevant experience in an engineering, physical science, mathematical or a related field.

### **SCIENTIST III**

**Minimum/General Experience:** Four or more years of management experience in the research, identification and assessment of environmental problems and the planning, development and management of environmental resource requirements. Some experience in program, financial and resources management, and scientific and engineering principles. Knowledgeable of in automated government acquisition and contract management processes. Some experience in planning, monitoring and tracking government contract activities, including prime and subcontractor activities and deliverables.

**Functional Responsibility:** Provides program management of individual tasks of government contracts. Provides and oversees the research and development of theories or methods of controlling sources of environmental pollutants, utilizing knowledge of principles and concepts of various scientific and engineering disciplines in determining data collection methods to be employed in research projects and surveys. Plans and develops research models, using knowledge of mathematical, statistical and physical science concepts and approaches. Identifies and analyzes sources of pollution to determine their effects. Coordinates the collection and synthesis of data derived from pollution emission measurements, atmospheric monitoring and soil or water samples. Coordinates the preparation of graphs, charts and statistical models from synthesized data, using knowledge of mathematical, statistical and engineering analysis techniques. Analyzes data to assess pollution problems, establish standards and develop approaches for control of pollution. Provides planning, direction and coordination of work activity for technical staff involved in structured research, analysis and synthesis of environmental data and the control of pollution problems.

**Minimum Education:** Advanced degree, a Bachelor's degree with at least six years relevant experience, Associate degree with eight years relevant experience or high school degree with 15 years relevant experience in an engineering, physical science, mathematical or a related field.

### **SCIENTIST II**

**Minimum/General Experience:** Three or more years of experience in the research, identification and assessment of environmental problems and the planning, development and management of environmental resource requirements. Knowledgeable of program, financial and resources management, and scientific and engineering principles. Knowledgeable of planning, monitoring and tracking government contract activities.

**Functional Responsibility:** Provides research and development of theories or methods of controlling sources of environmental pollutants, utilizing knowledge of principles and concepts of various scientific and engineering disciplines in determining data collection methods to be employed in research projects and surveys. Plans and develops simple research models, using knowledge of mathematical, statistical and physical science concepts and approaches. Identifies and analyzes sources of pollution to determine their effects. Collects and synthesizes data derived from pollution emission measurements, atmospheric monitoring and soil or water samples. Prepares graphs, charts and statistical models from synthesized data, using knowledge of mathematical, statistical and engineering analysis techniques. Analyzes data to assess pollution problems, establish standards and develop approaches for control of pollution. Coordinates work activity for technical staff involved in structured research, analysis and synthesis of environmental data and the control of pollution problems.

**Minimum Education:** Bachelor's degree, Associate degree with 5 years relevant experience or high school degree with 10 years relevant experience in an engineering, physical science, mathematical or a related field.

## **SCIENTIST I**

**Minimum/General Experience:** Limited experience in the research, identification and assessment of environmental problems and the planning, development and management of environmental resource requirements. Knowledgeable of scientific and engineering principles.

**Functional Responsibility:** Provides research and development of theories or methods of controlling sources of environmental pollutants, utilizing knowledge of principles and concepts of various scientific and engineering disciplines in determining data collection methods to be employed in research projects and surveys. Identifies and analyzes sources of pollution to determine their effects. Collects and synthesizes data derived from pollution emission measurements, atmospheric monitoring and soil or water samples. Prepares graphs, charts and statistical models from synthesized data, using knowledge of mathematical, statistical and engineering analysis techniques.

**Minimum Education:** Bachelor's degree, Associate degree with two years relevant experience or high school degree with five years relevant experience in an engineering, physical science, mathematical or a related field.

## **JUNIOR SCIENTIST**

**Minimum/General Experience:** Two or less years of experience in a technical, scientific or related field. Experienced in operating personal computer systems.

**Functional Responsibility:** Assists in the research and development of theories or methods of controlling sources of environmental pollutants, utilizing knowledge of principles and concepts of various scientific and engineering disciplines in determining data collection methods to be employed in research projects and surveys. Assists in the identification and analysis of sources of pollution to determine their effects. Assists in the collection and synthesis of data derived from pollution emission measurements, atmospheric monitoring, and soil or water samples. Prepares of graphs, charts, and statistical models from synthesized data, using mathematical, statistical, and engineering analysis techniques.

**Minimum Education:** Associate degree or high school degree/special training with at least two years relevant experience.

## **SYSTEMS ENGINEER VI**

**Minimum/General Experience:** Ten or more years of management experience in the analysis, planning, design, installation, maintenance and support of various ADP and telecommunication computer systems. Proficient in program, financial and resources management, logistics support and acquisition/ development of systems and equipment. Proficient in automated government acquisition and contract management processes. Significant experience in planning, monitoring and tracking government contract activities, including prime and subcontractor activities and deliverables.

**Functional Responsibility:** Provides senior level program management of individual or major task(s) of government contracts. Organizes and supervises technical expertise in the design, installation, testing and maintenance of various state-of-the-art computer systems to resolve complex problems in the areas of office automation, telecommunication and systems integration. Directs the planning, configuration control, installation and maintenance of computer system related hardware and software applications in standalone, LAN/WAN and telecommunication network environments. Oversees the evaluation operational systems and recommendation of design modification to eliminate causes of malfunctions or changes in system requirements. Supervises research and development activities pertaining to computer hardware and software design to meet corporate and contractual requirements. Oversees the planning, design, and operational and maintenance management of appropriate facilities, including integration, installation and testing of equipment. Utilizes various software programs to keep track of procurement, budget, quality control and administrative processes and to prepare progress reports on contract activities. Oversees planning, direction and coordination of work activity for technical

staff involved in structured systems analysis, design, programming and testing of various ADP and telecommunication computer hardware systems.

**Minimum Education:** Advanced degree, a Bachelor's degree with at least 15 years relevant experience, or Associate degree with 20 years relevant experience in a computer science or engineering field.

### **SYSTEMS ENGINEER V**

**Minimum/General Experience:** Eight or more years of management experience in the analysis, planning, design, installation, maintenance and support of various ADP and telecommunication computer systems. Highly experienced in program, financial and resources management, logistics support and acquisition/development of systems and equipment. Highly experienced in automated government acquisition and contract management processes. Significant experience in planning, monitoring and tracking government contract activities, including prime and subcontractor activities and deliverables.

**Functional Responsibility:** Provides senior level program management of individual or major task(s) of government contracts. Organizes and supervises technical expertise in the design, installation, testing and maintenance of various state-of-the-art computer systems to resolve complex problems in the areas of office automation, telecommunication and systems integration. Directs the planning, configuration control, installation and maintenance of computer system related hardware and software applications in standalone, LAN/WAN and telecommunication network environments. Oversees the evaluation operational systems and recommendation of design modification to eliminate causes of malfunctions or changes in system requirements. Supervises research and development activities pertaining to computer hardware and software design to meet corporate and contractual requirements. Oversees the planning, design, operational and maintenance management of appropriate facilities, including integration, installation and testing of equipment. Utilizes various software programs to keep track of procurement, budget, quality control and administrative processes and to prepare progress reports on contract activities. Oversees planning, direction and coordination of work activity for technical staff involved in structured systems analysis, design, programming and testing of various ADP and telecommunication computer hardware systems.

**Minimum Education:** Advanced degree, a Bachelor's degree with at least 10 years relevant experience, or Associate degree with 15 years relevant experience in a computer science or engineering field.

### **SYSTEMS ENGINEER IV**

**Minimum/General Experience:** Five or more years of management experience in the analysis, planning, design, installation, maintenance and support of various ADP and telecommunication computer systems. Experienced in program, financial and resources management, logistics support and acquisition/development of systems and equipment. Experienced in automated government acquisition and contract management processes. Demonstrated experience in planning, monitoring and tracking government contract activities, including prime and subcontractor activities and deliverables.

**Functional Responsibility:** Provides program management of individual small-to-medium range government contracts or comprehensive tasks thereof. Oversees and provides technical expertise in the design, installation, testing and maintenance of various state-of-the-art computer systems to resolve complex problems in the areas of office automation, telecommunication and systems integration. Coordinates and conducts the planning, configuration control, installation and maintenance of computer system related hardware and software applications in standalone, LAN/WAN and telecommunication network environments. Oversees the evaluation operational systems and recommendations of design modifications to eliminate causes of malfunctions or changes in system requirements. Supervises research and development activities pertaining to computer hardware and software design to meet corporate and contractual requirements. Oversees the planning, design, operational and maintenance management of appropriate facilities, including integration, installation and testing of equipment. Utilizes various software programs to keep track of procurement, budget, quality control and administrative processes and to prepare progress reports on contract activities. Provides planning, direction and

coordination of work activity for technical staff involved in structured systems analysis, design, programming and testing of various ADP and telecommunication computer hardware systems.

**Minimum Education:** Advanced degree, a Bachelor's degree with at least seven years relevant experience, or Associate degree with 10 years relevant experience or high school degree with 20 years relevant experience in a computer science or engineering field.

### **SYSTEMS ENGINEER III**

**Minimum/General Experience:** Four or more years of management experience in the analysis, planning, design, installation, maintenance and support of various ADP and telecommunication computer systems. Some experience in program, financial and resources management, logistics support and acquisition/development of systems and equipment. Knowledgeable of automated government acquisition and contract management processes. Some experience in planning, monitoring and tracking government contract activities, including prime and subcontractor activities and deliverables.

**Functional Responsibility:** Provides program management of individual tasks of government contracts. Guides and provides technical expertise in the design, installation, testing and maintenance of various state-of-the-art computer systems to resolve complex problems in the areas of office automation, telecommunication and systems integration. Coordinates and conducts the planning, configuration control, installation and maintenance of computer system related hardware and software applications in standalone, LAN/WAN and telecommunication network environments. Evaluates operational systems and recommendations of design modifications to eliminate causes of malfunctions or changes in system requirements. Coordinates and conducts research and development activities pertaining to computer hardware and software design to meet corporate and contractual requirements. Oversees and provides the planning, design, operational and maintenance management of appropriate facilities, including integration, installation and testing of equipment. Utilizes various software programs to keep track of procurement, budget, quality control and administrative processes and to prepare progress reports on contract activities. Provides planning, direction and coordination of work activity for technical staff involved in structured systems analysis, design, programming and testing of various ADP and telecommunication computer hardware systems.

**Minimum Education:** Advanced degree, a Bachelor's degree with at least six years relevant experience, or Associate degree with eight years relevant experience or high school degree with 15 years relevant experience in a computer science or engineering field.

### **SYSTEMS ENGINEER II**

**Minimum/General Experience:** Three or more years of experience in the analysis, planning, design, installation, maintenance and support of various ADP and telecommunication computer systems. Knowledgeable of program, financial and resources management, logistics support and acquisition/development of systems and equipment. Knowledgeable of planning, monitoring and tracking government contract activities.

**Functional Responsibility:** Provides technical expertise in the design, installation, testing and maintenance of various state-of-the-art computer systems to resolve complex problems in the areas of office automation, telecommunication and systems integration. Conducts the planning, configuration control, installation and maintenance of computer system related hardware and software applications in standalone, LAN/WAN and telecommunication network environments. Evaluates operational systems and recommendations of design modifications to eliminate causes of malfunctions or changes in system requirements. Conducts research and development activities pertaining to computer hardware and software design to meet corporate and contractual requirements. Coordinates the planning, design, operational and maintenance management of appropriate facilities, including integration, installation and testing of equipment. Utilizes various software programs to keep track of procurement, budget, quality control and administrative processes. Coordinates work activity for technical staff involved in structured systems analysis, design, programming and testing of various ADP and telecommunication computer hardware systems.

**Minimum Education:** Bachelor's degree, Associate degree with five years relevant experience or high school degree with 10 years relevant experience in a Computer Science or engineering field.

### **SYSTEMS ENGINEER I**

**Minimum/General Experience:** Limited experience in the analysis, planning, design, installation, maintenance and support of various ADP and telecommunication computer systems. Knowledgeable of logistics support and acquisition/development of systems and equipment.

**Functional Responsibility:** Provides technical expertise in the design, installation, testing and maintenance of various state-of-the-art computer systems to resolve complex problems in the areas of office automation, telecommunication and systems integration. Conducts the planning, configuration control, installation and maintenance of computer system related hardware and software applications in standalone, LAN/WAN and telecommunication network environments. Assists in the evaluation of operational systems and recommendations of design modifications to eliminate causes of malfunctions or changes in system requirements. Participates in research and development activities pertaining to computer hardware and software design to meet corporate and contractual requirements. Plans, designs, constructs, operates and maintains appropriate facilities.

**Minimum Education:** Bachelor's degree, Associate degree with two years relevant experience or high school degree with five years relevant experience in a computer science or engineering field.

### **JUNIOR SYSTEMS ENGINEER**

**Minimum/General Experience:** Two or less years of experience in a technical or engineering field. Experience in operating personal computer systems.

**Functional Responsibility:** Provides support in the design, installation, testing and maintenance of various state-of-the-art computer systems to resolve complex problems in the areas of office automation, telecommunication and systems integration. Assists in the planning, configuration control, installation and maintenance of computer system related hardware and software applications in standalone, LAN/WAN and telecommunication network environments. Assists in research and development activities pertaining to computer hardware and software design to meet corporate and contractual requirements. Assists in the planning, design, operational and maintenance management of appropriate facilities, including integration, installation and testing of equipment.

**Minimum Education:** Associate degree or high school degree/special training with at least two years relevant experience.

## **TECHNICAL STAFF**

### **DRAFTSMAN/ILLUSTRATOR III**

**Minimum/General Experience:** Eight or more years management experience in the planning, design and preparation of brochures, charts, graphs, illustrations and reports using mechanical or sophisticated computer-aided equipment and software programs. Demonstrated creativity and resourcefulness in developing graphics products and resolving problems. Thorough knowledge of state-of-the-art graphic specialized tools, equipment and computer hardware, software and peripherals. Significant experience in planning, monitoring, managing and teaching various graphics tasks and activities. Proficient in oral and written communication.

**Functional Responsibility:** Supervises the use of computer-aided drafting equipment and programs to prepare working plans and detailed drawings of moderately complex components and assemblies for engineering and

architectural purposes from notes, verbal instructions and rough or detailed sketches. Supervises the design and preparation of brochures, reports, charts and graphs for publication or presentation purposes. Formulates concepts and renders illustrations for multi-media usage. Directs the determination of style, technique and medium best suited to produce desired effects in conformity with reproduction requirement. Coordinates the selection of type, lettering and layout material and performs related duties. Oversees planning, direction and coordination of work activity for technical staff.

**Minimum Education:** Associate degree or high school degree and eight years relevant experience in graphics or related field.

### **DRAFTSMAN/ILLUSTRATOR II**

**Minimum/General Experience:** Four or more years experience in the planning, design and preparation of brochures, charts, graphs, illustrations and reports using mechanical or sophisticated computer-aided equipment and software programs. Creative and resourceful in developing graphics products and resolving problems. Broad knowledge of state-of-the-art graphic specialized tools, equipment and computer hardware, software and peripherals. Experienced in planning, monitoring, managing and teaching various graphics tasks and activities. Capable of communicating clearly orally and in writing communication.

**Functional Responsibility:** Oversees and competently uses computer aided drafting equipment and programs to prepare working plans and detailed drawings of moderately complex components and assemblies for engineering and architectural purposes from notes, verbal instructions and rough or detailed sketches. Coordinates the design and preparation of brochures, reports, charts and graphs for publication or presentation purposes. Formulates concepts and renders illustrations for multi-media usage. Guides the determination of style, technique and medium best suited to produce desired effects in conformity with reproduction requirement. Coordinates the selection of type, lettering and layout material and performs related duties.

**Minimum Education:** Associate degree or high school degree and four years relevant experience in graphics or related field.

### **DRAFTSMAN/ILLUSTRATOR I**

**Minimum/General Experience:** Limited experience in the planning, design and preparation of brochures, charts, graphs, illustrations and reports using mechanical or sophisticated computer aided equipment and software programs. Familiar with state-of-the-art graphic specialized tools, equipment and computer hardware, software and peripherals.

**Functional Responsibility:** Utilizes computer-aided drafting equipment and programs to prepare working plans and detailed drawings of moderately complex components and assemblies for engineering and architectural purposes from notes, verbal instructions and rough or detailed sketches. Designs and prepares brochures, reports, charts and graphs for publication or presentation purposes. Determines style, technique and medium best suited to produce desired effects in conformity with reproduction requirement. Selects type, lettering and layout material and performs related duties.

**Minimum Education:** High school degree and two years technical training in graphics or related field.

### **TECHNICIAN III**

**Minimum/General Experience:** Eight or more years management experience in the installation, testing, servicing and maintenance of systems, equipment, computers, programs and associated peripherals. Proficient in troubleshooting, repairing, testing and calibrating systems, equipment and computer systems. Thorough knowledge of applicable test equipment, specialized tools, equipment, machines and computer hardware, software and peripherals. Significant experience in planning, monitoring, managing and teaching various tasks and activities. Proficient in oral and written communication.

**Functional Responsibility:** Supervises technical support in the installation, testing and maintenance of equipment, programs, computers and peripheral equipment, using working knowledge of the principles in the applicable field of computer science, satellite communications, electrical engineering, naval architecture, marine engineering, or mechanical engineering. Supervises the use of diagnostic programs, equipment, tools or instruments to determine cause of malfunctions and performs appropriate corrective actions. Oversees planning, direction and coordination of work activity for technical staff.

**Minimum Education:** Associate degree or high school degree and eight years relevant experience in computer science, telecommunications, electrical engineering, marine engineering, mechanical engineering, naval architecture or related field.

## **TECHNICIAN II**

**Minimum/General Experience:** Four or more years experience in the installation, testing, servicing and maintenance of systems, equipment, computers, programs and associated peripherals. Experienced in troubleshooting, repairing, testing and calibrating equipment and computer systems. Broad knowledge of applicable test equipment, specialized tools, equipment, machines and computer hardware, software and peripherals. Experienced in planning, monitoring, managing and teaching various tasks and activities. Capable of communicating clearly orally and in writing.

**Functional Responsibility:** Oversees and provides technical support in the installation, testing and maintenance of equipment, programs, computers and peripheral equipment, using working knowledge of the principles in the applicable field of computer science, satellite communications, electrical engineering, naval architecture, marine engineering or mechanical engineering. Coordinates the use of diagnostic programs, equipment, tools or instruments to determine cause of malfunctions and performs appropriate corrective actions. Provides planning, direction and coordination of work activity for technical staff.

**Minimum Education:** Associate degree or high school degree and four years relevant experience in computer science, telecommunications, electrical engineering, marine engineering, mechanical engineering, naval architecture or related field.

## **TECHNICIAN I**

**Minimum/General Experience:** Limited experience in the installation, testing, servicing and maintenance of systems, equipment, computers, programs and associated peripherals. Knowledgeable of troubleshooting, repairing, testing and calibrating equipment and computer systems. Familiar with applicable test equipment, specialized tools, equipment, machines and computer hardware, software and peripherals. Some experience in planning, monitoring, managing and teaching various tasks and activities.

**Functional Responsibility:** Provides technical support in the installation, testing and maintenance of equipment, programs, computers and peripheral equipment, using working knowledge of the principles in the applicable field of computer science, satellite communications, electrical engineering, naval architecture, marine engineering, or mechanical engineering. Utilizes diagnostic programs, equipment, tools or instruments to determine cause of malfunctions and performs appropriate corrective actions.

**Minimum Education:** High school degree and two years technical training in computer science, telecommunications, electrical engineering, marine engineering, mechanical engineering, naval architecture or related field.

## **CLERICAL STAFF**

### **DATA ENTRY CLERK III**

**Minimum/General Experience:** Five or more years of data entry management experience in a technical or ADP environment. Proficient in technical data entry using various word processing software programs and optical scanners. Significant experience in planning, monitoring, managing and teaching various data entry tasks and activities.

**Functional Responsibility:** Directs and performs the entry of alphanumeric data from source documents into computer(s) using keyboard or optical scanner following prescribed format and instructions. Supervises and performs the comparison of data entered with source documents, or re-enters data in verification format on screen to detect errors. Supervises and performs the compilation, sorting and verification of accuracy of data entered. Directs routine administrative tasks such as copying, document indexing and filing. Oversees planning, direction and coordination of work activity of clerical staff.

**Minimum Education:** High School degree or equivalent and five years experience in data entry or related field.

### **DATA ENTRY CLERK II**

**Minimum/General Experience:** Two or more years of data entry experience in a technical or ADP environment. Experienced in technical data entry using various word processing software programs and optical scanners. Some experience in planning, monitoring, managing and teaching various data entry tasks and activities.

**Functional Responsibility:** Oversees and performs the entry of alphanumeric data from source documents into computer(s) using keyboard or optical scanner following prescribed format and instructions. Coordinates and performs the comparison of data entered with source documents, or re-enters data in verification format on screen to detect errors. Oversees and performs the compilation, sorting and verification of accuracy of data entered. Oversees and performs routine administrative tasks such as copying, document indexing and filing.

**Minimum Education:** High School degree or equivalent and two years experience in data entry or related field.

### **DATA ENTRY CLERK I**

**Minimum/General Experience:** Limited data entry experience in a technical or ADP environment. Familiar with technical data entry using various word processing software programs and optical scanners.

**Functional Responsibility:** Performs entry of alphanumeric data from source documents into computer(s) using keyboard or optical scanner following prescribed format and instructions. Compares data entered with source documents, or re-enters data in verification format on screen to detect errors. Compiles, sorts and verifies accuracy of data entered. Directs routine administrative tasks such as copying, document indexing and filing.

**Minimum Education:** High School degree or equivalent.

### **SECRETARY III**

**Minimum/General Experience:** Five or more years of clerical management experience in a technical or ADP environment. Proficient in the preparation of correspondence, documents and reports using various word processing and spreadsheet software programs. Significant experience in planning, monitoring, managing and teaching various secretarial tasks and activities.

**Functional Responsibility:** Supervises and utilizes various word processing software programs to prepare correspondence, forms, technical data, tabular information, documents, reports and proposals following

instructions. Proofreads and edits documents for grammar, spelling, punctuation and format. Directs the performance of routine administrative tasks in copying, filing, answering telephones, scheduling appointments, greeting visitors, arranging travel schedules and reservations, sorting and routing incoming mail, preparing out-going mail and packages and managing office supplies. Oversees planning, direction and coordination of work activity for clerical staff.

**Minimum Education:** High School degree or equivalent and five years experience in secretarial or related field.

### **SECRETARY II**

**Minimum/General Experience:** Two or more years of clerical experience in a technical or ADP environment. Experienced in the preparation of correspondence, documents and reports using various word processing and spreadsheet software programs. Some experience in planning, monitoring, managing and teaching various secretarial tasks and activities.

**Functional Responsibility:** Oversees and utilizes various word processing software programs to prepare correspondence, forms, technical data, tabular information, documents, reports and proposals following instructions. Proofreads and edits documents for grammar, spelling, punctuation and format. Oversees and performs routine administrative tasks in copying, filing, answering telephones, scheduling appointments, greeting visitors, arranging travel schedules and reservations, sorting and routing incoming mail, preparing out-going mail and packages and managing office supplies. Oversees planning, direction and coordination of work activity for clerical staff.

**Minimum Education:** High School degree or equivalent and two years experience in secretarial or related field.

### **SECRETARY I**

**Minimum/General Experience:** Limited clerical experience in a technical or ADP environment. Familiar with the preparation of correspondence, documents and reports using various word processing and spreadsheet software programs.

**Functional Responsibility:** Utilizes various word processing software programs to prepare correspondence, forms, technical data, tabular information, documents, reports and proposals following instructions. Proofreads and edits documents for grammar, spelling, punctuation and format. Performs routine administrative tasks in copying, filing, answering telephones, scheduling appointments, greeting visitors, arranging travel schedules and reservations, sorting and routing incoming mail and preparing out-going mail and packages.

**Minimum Education:** High School degree or equivalent.

VT Aepco INC.

GSA CONTRACT SCHEDULE PRICE LIST  
GS-35F-4822G

SIN	MFR NAME	MFR PART NO.	PRODUCT DESCRIPTION	GSA NET PRICE
<b>TECHNICAL SUPPORT</b>				
132-34	VT Aepco	SC-01	Support Call per incident	\$23.50
132-34	VT Aepco	SUP1MOD	Unlimited Phone and Email Support for One Module	\$187.06
132-34	VT Aepco	POS-6	Priority Online Technical Support and Upgrade for 6 months via Metaframe or Term.	\$4,697.65
132-34	VT Aepco	POS-12	Priority Online Technical Support and Upgrade for 12 months via Metaframe or Term. Serv.	\$9,395.30
<b>SUPPORT PAKS</b>				
132-34	VT Aepco	SUP-PK1	Support Pak 1 (1/2 Day)	\$559.30
132-34	VT Aepco	SUP-PK2	Support Pak 2 (1 Day)	\$1,118.60
132-34	VT Aepco	SUP-PK3	Support Pak 3 (2 Days)	\$2,237.20
132-34	VT Aepco	SUP-PK4	Support Pak 4 (3 Days)	\$3,355.80
132-34	VT Aepco	SUP-PK5	Support Pak 5 (5 Days)	\$5,593.00
132-34	VT Aepco	SUP-PK6	Support Pak 6 (10 Days)	\$11,186.00
<b>PWTOOLS/PWMA TRAINING PAKS</b>				
132-50	VT Aepco	TRN-P1	Training Pak I - 1 Day	\$1,081.00
132-50	VT Aepco	TRN-P2	Training Pak II -2 Day	\$2,162.00
132-50	VT Aepco	TRN-P3	Training Pak III – 3 Day	\$3,243.00
132-50	VT Aepco	TRN-P4	Training Pak IV – 4 Day	\$4,324.00
132-50	VT Aepco	TRN-P5	Training Pak V – 5 Day	\$5,404.00

VT Aepco INC.

GSA CONTRACT SCHEDULE PRICE LIST

GS-35F-4822G

SIN	MFR. NAME	MFR. PART NO.	PRODUCT DESCRIPTION	GSA NET PRICE
<b>PWTOOLS SOFTWARE</b>				
132-33	VT Aepco	PWT-ES	ESWin	\$469.06
132-33	VT Aepco	PWT-DM	DMWin	\$375.06
132-33	VT Aepco	PWT-WC	WCWin	\$657.06
132-33	VT Aepco	PWT-CM	CMWin	\$375.06
132-33	VT Aepco	PWT-PM	PMWin	\$563.06
132-33	VT Aepco	PWT-PW	PWWebInfo	\$281.06
132-33	VT Aepco	PWT-TM	TMWin	\$563.06
132-33	VT Aepco	PWT-CEMDM	PWTools CE for Mobile Device Manager (MDM)	\$23.50
132-33	VT Aepco	PWT-CEMJM	PWTools CE for Mobile Job Manager (MJM)	\$375.06

**PROFESSIONAL IT SERVICES**

<b>@ VT Aepco Inc.</b>	<b>Grade</b>	<b>2007 - 2008</b>		<b>2008 - 2009</b>		<b>2009 - 2010</b>		<b>2010 - 2011</b>		<b>2011 - 2012</b>	
		<b>GSA</b>	<b>NTE</b>	<b>GSA</b>	<b>NTE</b>	<b>GSA</b>	<b>NTE</b>	<b>GSA</b>	<b>NTE</b>	<b>GSA</b>	<b>NTE</b>
		<b>Net</b>	<b>Hourly</b>	<b>Net</b>	<b>Hourly</b>	<b>Net</b>	<b>Hourly</b>	<b>Net</b>	<b>Hourly</b>	<b>Net</b>	<b>Hourly</b>
PROFESSIONAL	JR.	21.37	35.95	22.12	37.21	22.89	38.51	23.69	39.86	24.52	41.26
	I	33.69	47.77	34.87	49.44	36.09	51.17	37.35	52.96	38.66	54.81
	II	40.81	58.45	42.24	60.50	43.72	62.62	45.25	64.81	46.83	67.08
	III	51.42	72.62	53.22	75.16	55.08	77.79	57.01	80.51	59.01	83.33
	IV	65.53	90.33	67.82	93.49	70.19	96.76	72.65	100.15	75.19	103.66
	V	83.32	111.62	86.24	115.53	89.26	119.57	92.38	123.75	95.61	128.08
TECHNICAL	VI	104.57	170.94	108.23	176.92	112.02	183.11	115.94	189.52	120.00	196.15
	I	22.29	39.37	23.07	40.75	23.88	42.18	24.72	43.66	25.59	45.19
	II	39.43	49.66	40.81	51.40	42.24	53.20	43.72	55.06	45.25	56.99
SUPPORT/CLERICAL	III	49.68	59.93	51.42	62.03	53.22	64.20	55.08	66.45	57.01	68.78
	I	17.29	29.06	17.90	30.08	18.53	31.13	19.18	32.22	19.85	33.35
	II	29.08	39.37	30.10	40.75	31.15	42.18	32.24	43.66	33.37	45.19
	III	39.43	49.66	40.81	51.40	42.24	53.20	43.72	55.06	45.25	56.99

  

<b>@ Customer Location</b>	<b>Grade</b>	<b>2007 - 2008</b>		<b>2008 - 2009</b>		<b>2009 - 2010</b>		<b>2010 - 2011</b>		<b>2011 - 2012</b>	
		<b>GSA</b>	<b>NTE</b>	<b>GSA</b>	<b>NTE</b>	<b>GSA</b>	<b>NTE</b>	<b>GSA</b>	<b>NTE</b>	<b>GSA</b>	<b>NTE</b>
		<b>Net</b>	<b>Hourly</b>	<b>Net</b>	<b>Hourly</b>	<b>Net</b>	<b>Hourly</b>	<b>Net</b>	<b>Hourly</b>	<b>Net</b>	<b>Hourly</b>
PROFESSIONAL	JR.	14.38	27.93	14.88	28.91	15.40	29.92	15.94	30.97	16.50	32.05
	I	26.19	37.14	27.11	38.44	28.06	39.79	29.04	41.18	30.06	42.62
	II	31.70	45.41	32.81	47.00	33.96	48.65	35.15	50.35	36.38	52.11
	III	39.96	56.44	41.36	58.42	42.81	60.46	44.31	62.58	45.86	64.77
	IV	50.92	70.18	52.70	72.64	54.54	75.18	56.45	77.81	58.43	80.53
	V	64.76	86.73	67.03	89.77	69.38	92.91	71.81	96.16	74.32	99.53
TECHNICAL	VI	81.24	132.81	84.08	137.46	87.02	142.27	90.07	147.25	93.22	152.40
	I	15.74	30.58	16.29	31.65	16.86	32.76	17.45	33.91	18.06	35.10
	II	30.63	38.59	31.70	39.94	32.81	41.34	33.96	42.79	35.15	44.29
SUPPORT/CLERICAL	III	38.61	46.56	39.96	48.19	41.36	49.88	42.81	51.63	44.31	53.44
	I	11.64	22.57	12.05	23.36	12.47	24.18	12.91	25.03	13.36	25.91
	II	22.59	30.58	23.38	31.65	24.20	32.76	25.05	33.91	25.93	35.10
	III	30.63	38.59	31.70	39.94	32.81	41.34	33.96	42.79	35.15	44.29