

**AUTHORIZED AQUISITION SERVICE
INFORMATION TECHNOLOGY SCHEDULE PRICELIST
GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY
EQUIPMENT, SOFTWARE AND SERVICES**

**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 D308	Millennium Conversion Services (Y2K)
FPDS Code D310	IT Backup and Security Services
FPDS Code D311	IT Data Conversion Services
FPDS Code D316	IT Network Management Services
FPDS Code D399	Other Information Technology Services Not Elsewhere Classified

**Software Engineering Services
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Bellevue, NE 68005
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Contract Number: GS-35F-0466M

Period Covered by Contract: May 2, 2002 thru May 1, 2012

**General Services Administration
Federal Supply Service**

Pricelist current through Modification #_____, dated _____.

Products and ordering information in this Authorized FSS Information Technology Schedule Pricelist are also available on the GSA Advantage! System. Agencies can browse GSA Advantage! by accessing the Federal Supply Service's Home Page via the Internet at <http://www/fss/gsa/gov>.

I FORWARD

Software Engineering Services (SES) is a 15-year-old process engineering information technology (IT) company. We subscribe to the principles of the SEI Capability Maturity Model Integration (CMMI) Level 3 in all our efforts. The entire staff at SES is trained to operate at a CMM Level 3 for any engagement that is undertaken. Realizing that our clients can go to most IT companies and get satisfactory results, we pride ourselves on the “value add” we bring to the work environment based on our proven process capabilities.

As a process engineering firm, we implement very structured, repeatable processes in all our engagements. We are experienced, and we utilize ISO 9000, and SEI CMMI Level 3 methodologies on a daily basis. Additionally, our internal project management approach encompasses SEI CMM, PMI, PMBOK, and IBM project review techniques.

In addition to proven project experience, across the entire IT spectrum, we are rapidly proving ourselves in the Imaging Solutions and HIPAA Assessment/Implementation consulting areas as well. Your attention should also be directed to our training offerings. We can provide the training that will facilitate personnel to work at the SEI CMMI Level 3. This exceptional training can be offered at one of our national training locations, or tailored specifically for your company or organization.

As you review this GSA Schedule you will see that we are a certified SBA 8(a)/SDB company. The 15 years previous experience has provided the expertise needed to ensure the ability to quickly focus on the clients needs every time, on-schedule, and at the cost specified. We are proud of our accomplishments to date but have set some high goals, to match our high values, for the future. We are willing to work with our clients, whether DoD, Federal Government, State, or private sector, to ensure they receive the most benefit for their resource, or project, dollar. The bottomline is that we deliver efficient IT solutions today.

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SPECIAL NOTICE TO AGENCIES: Small Business Participation

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

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

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

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

1. GEOGRAPHIC SCOPE OF CONTRACT

The geographic scope of contract is the 48 contiguous states, the District of Columbia, and other U.S. territories and commonwealths.

2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION

- a. **Ordering Address: Software Engineering Service
1311 Fort Crook Road, South, Suite 100
Bellevue, Nebraska 68005**
- b. **Payment Address: Same as Ordering Address**

Contractors are required to accept the government purchase card for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Government purchase 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.

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

**Voice: (402) 292-8660
FAX: (402) 292-3271**

Information may also be obtained on Software Engineering's Service Web Page:

<http://www.solutions.com>

3. LIABILITY FOR INJURY OR DAMAGE

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

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

Block 9: G. Order/Modification Under Federal Schedule
Block 16: Data Universal Numbering System (DUNS) Number: 803728534
Block 30: Type of Contractor – A. Small Disadvantaged Business
Block 31: Woman-Owned Small Business - No
Block 36: Contractor's Taxpayer Identification Number (TIN): 47-0760858

- 4a. CAGE Code: 1FCF2
- 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:

<u>SPECIAL ITEM NUMBER</u>	<u>DELIVERY TIME (Days ARO)</u>
132-50	Negotiable
132-51	Negotiable

NOTE: Delivery schedule will be established during negotiation of individual delivery orders.

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

7. DISCOUNTS

Prices shown are NET Prices; Basic Discounts have been deducted.

- a. Prompt Payment: Net 30
- b. Quantity: See Pricelist
- c. Dollar Volume: Not Applicable
- d. Government Educational Institutions: Offered the same discounts as all other government customers.
- e. Other: Not Applicable

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

Special Packaging Applicable. Shipping needs to be broken out specifically, as required.

10. SMALL REQUIREMENTS

The minimum dollar value of orders to be issued by Special Item Number as follows:

Special Item Number 132-50, Training Courses: \$2500

Special Item Number 132-51, Information Technology Services: \$5000

11. MAXIMUM ORDER

All dollar amounts are exclusive of any discount for prompt payment. The Maximum Order value for the following Special Item Numbers (SINs):

Special Item Number 132-50 - Training Courses: \$25,000

Special Item Number 132-51 - Information Technology (IT) Professional Services: \$500,000

12. USE OF FEDERAL SUPPLY SERVICE INFORMATION TECHNOLOGY SCHEDULE CONTRACTS. IN ACCORDANCE WITH FAR 8.404

[NOTE: Special ordering procedures have been established for Special Item Numbers (SINs) 132-51 IT Professional Services [refer to the terms and conditions for those SINs.]

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

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

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

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

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

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

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

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

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

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

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

13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS

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

13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS): Information Technology products under this Schedule that do not conform to Federal Information Processing Standards (FIPS) should not be acquired unless a waiver has been granted in accordance with the applicable "FIPS Publication." Federal Information Processing Standards Publications (FIPS PUBS) are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Information concerning their availability and applicability should be obtained from the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, Virginia 22161. FIPS PUBS include voluntary standards when these are adopted for Federal use. Individual orders for FIPS PUBS should be referred to the NTIS Sales Office, and orders for subscription service should be referred to the NTIS Subscription Officer, both at the above address, or telephone number (703) 487-4650.

13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS): Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Supply Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202)619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301)975-2833.

14. SECURITY REQUIREMENTS

In the event security requirements are necessary, the ordering activities may incorporate, in their delivery orders, a security clause in accordance with current laws, regulations, and individual agency policy; however, the burden of administering the security requirements shall be with the ordering agency. If any costs are incurred as a result of the inclusion of security requirements, such costs will not exceed ten percent (10%) or \$100,000, of the total dollar value of the order, whichever is less.

15. CONTRACT ADMINISTRATION FOR ORDERING OFFICES

Any ordering office, 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 Government'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:

- a. Manufacturer;
- b. Manufacturer's Part Number; and
- c. Product category(ies).

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

17. PURCHASE OF INCIDENTAL, NON-SCHEDULE ITEMS

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

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

- 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:

Other U.S. Territories will be negotiated based on current GSA rates.

Upon request of the Contractor, the Government may provide the Contractor with logistics support, as available, in accordance with all applicable Government regulations. Such Government 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. 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, Contractor's Reports of Sales and 552.238-76, Industrial Funding Fee, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

22. INSTALLATION, DEINSTALLATION, REINSTALLATION

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

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

23. SECTION 508 COMPLIANCE.

If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the Software Engineering Services office. Full details of the The EIT standard can be found at: www.Section508.gov/

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.

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

(a) A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and

(b) The following statement:

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

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

(a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.

(b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—

(1) For such period as the laws of the State in which this contract is to be performed prescribe; or

(2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.

(c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

26. SOFTWARE INTEROPERABILITY

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

27. ADVANCE PAYMENTS

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

**VII 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 Government 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/contract.
- b. The Contractor shall provide training at the Contractor's facility and/or at the Government's location, as agreed to by the Contractor and the Government.

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.

Note: For information on classes call 1-800-244-1278.

3. TIME OF DELIVERY

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

4. CANCELLATION AND RESCHEDULING

- a. The Government 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 Government to either cancel the order or reschedule the training at no additional charge. In the event the training class is rescheduled, the Government will modify its original training order to specify the time and date of the rescheduled training class.
- b. In the event the Government fails to cancel or reschedule a training course within the time frame specified in paragraph a, above, the Government will be liable for the contracted dollar amount of the training course. The Contractor agrees to permit the Government 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 Government 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 Government, the Contractor must notify the Government at least seventy-two (72) hours before the scheduled training date.
- e. If the training is scheduled for a government facility and is cancelled, the contractor will be reimbursed for non-refundable expenses incurred, such as airline tickets.

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 the Government will be charged for training will be the price in effect at the time of order placement, or the Government price in effect at the time the training course is conducted, whichever is less.

The Government may receive an additional volume discount when placing large orders using the tables below. The classes must be attended with a 12-month period, or for such period as mutually agreed to and set forth on the order.

CAPABILITY MATURITY MODEL (CMM[®]) PROJECT MANAGEMENT (PM) TRAINING & CERTIFICATION			
TITLE	DURATION	COST	DISCOUNTS
PM Training Course	4 Days	\$1595.00	10% discount for 2+ people 15% discount for 5 or more people 10% discount for 2 classes within a twelve month period 15% discount for 3 or more classes with a twelve-month period.
PM Certification Program	1 Day	\$500.00	
CANCELLATION POLICY: cancellation and full refund is allowed if written cancellation is received in our office at least 30 days prior to the course start date. Registrants who do not attend the course or do not cancel more that 30 business days in advance are responsible for the full fee; you may transfer to a later date within 6 months of the original course date provided the course date has been paid in full. If we must cancel a course for any reason, liability is limited to the registration fee only.			

CAPABILITY MATURITY MODEL (CMM®) QUALITY ASSURANCE (QA) TRAINING & CERTIFICATION			
TITLE	DURATION	COST	DISCOUNTS
QA Training Course	2 Days	\$795.00	10% discount for 2+ people 15% discount for 5 or more people 10% discount for 2 classes within a twelve month period 15% discount for 3 or more classes with a twelve-month period.
QA Certification Program	1 Day	\$500.00	
CANCELLATION POLICY: cancellation and full refund is allowed if written cancellation is received in our office at least 30 days prior to the course start date. Registrants who do not attend the course or do not cancel more that 30 business days in advance are responsible for the full fee; you may transfer to a later date within 6 months of the original course date provided the course date has been paid in full. If we must cancel a course for any reason, liability is limited to the registration fee only.			

CAPABILITY MATURITY MODEL (CMM®) CONFIGURATION MANAGEMENT (CM) TRAINING & CERTIFICATION			
TITLE	DURATION	COST	DISCOUNTS
CM Training Course	2 Days	\$795.00	10% discount for 2+ people 15% discount for 5 or more people 10% discount for 2 classes within a twelve month period 15% discount for 3 or more classes with a twelve-month period.
CM Certification Program	1 Day	\$500.00	
CANCELLATION POLICY: cancellation and full refund is allowed if written cancellation is received in our office at least 30 days prior to the course start date. Registrants who do not attend the course or do not cancel more that 30 business days in advance are responsible for the full fee; you may transfer to a later date within 6 months of the original course date provided the course date has been paid in full. If we must cancel a course for any reason, liability is limited to the registration fee only.			

CAPABILITY MATURITY MODEL (CMM®) PROJECT SUPPLIER AGREEMENT (SA)/ CONTRACTOR MANAGEMENT TRAINING & CERTIFICATION			
TITLE	DURATION	COST	DISCOUNTS
SA Training Course	2 Days	\$795.00	10% discount for 2+ people 15% discount for 5 or more people 10% discount for 2 classes within a twelve month period 15% discount for 3 or more classes with a twelve-month period.
SA Certification Program	1 Day	\$500.00	
CANCELLATION POLICY: cancellation and full refund is allowed if written cancellation is received in our office at least 30 days prior to the course start date. Registrants who do not attend the course or do not cancel more that 30 business days in advance are responsible for the full fee; you may transfer to a later date within 6 months of the original course date provided the course date has been paid in full. If we must cancel a course for any reason, liability is limited to the registration fee only.			

IMPLEMENTING CAPABILITY MATURITY MODEL (CMM®) TRAINING			
TITLE	DURATION	COST	DISCOUNTS
CMM Training Course	2 Days	\$695.00	10% discount for 2+ people 15% discount for 5 or more people 10% discount for 2 classes within a twelve month period 15% discount for 3 or more classes with a twelve-month period.
CANCELLATION POLICY: cancellation and full refund is allowed if written cancellation is received in our office at least 30 days prior to the course start date. Registrants who do not attend the course or do not cancel more that 30 business days in advance are responsible for the full fee; you may transfer to a later date within 6 months of the original course date provided the course date has been paid in full. If we must cancel a course for any reason, liability is limited to the registration fee only.			

MANAGING MANAGEMENT BEHAVIOR (MMB) AND ORGANIZATIONAL CHANGE MANAGEMENT ACTION PLANNING WORKSHOP			
TITLE	DURATION	COST	DISCOUNTS
MMB Training Course	2 Days	\$795.00	10% discount for 2+ people 15% discount for 5 or more people 10% discount for 2 classes within a twelve month period 15% discount for 3 or more classes with a twelve-month period.
Organizational Change Management Action Planning Workshop	1 Day	\$500.00	
CANCELLATION POLICY: cancellation and full refund is allowed if written cancellation is received in our office at least 30 days prior to the course start date. Registrants who do not attend the course or do not cancel more that 30 business days in advance are responsible for the full fee; you may transfer to a later date within 6 months of the original course date provided the course date has been paid in full. If we must cancel a course for any reason, liability is limited to the registration fee only.			

NOTE: SES will provide a 10% discount for classes of 10 people covering the subject at the client's location.

7. INVOICES AND PAYMENT

Invoices for training shall be submitted by the Contractor after 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. 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 Government's location, instructor travel charges (if applicable), including mileage and daily living expenses, must be indicated on tables shown on pages 20 - 31. Rates paid as a result of travel must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Contractors cannot use GSA city pair contracts.

Capability Maturity Model (CMM®) Project Management (PM) Training & Certification

TRAINING COURSE DESCRIPTION: An exciting, challenging, and comprehensive Project Management Course that focuses on identifying, discussing, and training on CMM®’s project management process requirements. The course covers all of the CMM® Project Planning Key Process Areas (KPA) and Project Monitoring/Control KPAs processes. Additionally, the participant is provided proprietary procedures, tools, and forms/templates to plan and execute projects at a CMM® compliant level. A participant will not only gain a detailed understanding of what project management steps to apply, but also specific process details identifying the project management “how to”! **CERTIFICATION PROGRAM DESCRIPTION:** Industry recognized accreditation and validation of participant’s knowledge and ability to effectively plan and execute IT projects. In-depth exam with detailed questions and exercise will rely upon participant’s project management experience and understanding of CMM® Project Management KPAs process requirements. **TRAINING COURSE OBJECTIVES:** • Identify and discuss all of the CMM® Project Planning KPA requirements • Identify and discuss all to the CMM® Project Monitoring and Control KPA requirements • Cover CMM® compliant processes and procedures • Integrate the use of tools, templates, forms • Discuss project implementation barriers • Address necessary support elements (project sponsor, commitment, etc.) • Identify the Project Management Key Success Indicators • Build a Real, Practical, Project Plan • Gain hands-on understanding and experience with processes, tools and templates **CERTIFICATION PROGRAM OBJECTIVES:** • Determine and validate participant knowledge and understanding of CMM® PM requirements • Determine and validate participant’s ability to apply CMM® PM processes **CERTIFICATION PROGRAM PREREQUISITES:** • At least 3 years of PM experience • At least 1 formal PM training course **INTENDED AUDIENCE:** Experienced IT Project Mangers, Project Leaders, and Project Sponsors **MINIMUM NUMBER OF STUDENTS:** 5 **MAXIMUM NUMBER OF STUDENTS:** 25

Capability Maturity Model (CMM®) Project Management (PM) Training & Certification (CONTINUED)

LOCATIONS	DATES	LOCATIONS	DATES
Omaha, NE	As Required	Washington, DC	As Required
Kansas City, MO	As Required	Salt Lake City, UT	As Required
Denver, CO	As Required	New Orleans, LA	As Required
Detroit, MI	As Required	Atlanta, GA	As Required
Chicago, IL	As Required	Dallas, TX	As Required
Minneapolis, MN	As Required	Los Angeles, CA	As Required
Raleigh, NC	As Required	Seattle, WA	As Required
New York, NY	As Required	Miami, FL	As Required
Boston, MA	As Required	Phoenix, AZ	As Required
St. Louis, MO	As Required	Orlando, FL	As Required

NOTE: Training Course Fee - \$1595 (4 Days); **OPTIONAL:** Certification Program Fee - \$500 (1 Day)

Capability Maturity Model (CMM®) Quality Assurance (QA) Training and Certification

TRAINING COURSE DESCRIPTION: A challenging, practical Quality Assurance course designed to provide the required processes to satisfy the CMM® QA Key Process Areas (KPAs) requirements. The course also provides key QA templates, checklists, and tools for efficient execution of a mature QA Function. The basic guidelines for initiating an effective QA program and soliciting Management support are addressed. QA requirements for the e-commerce and web-based environments are discussed. Hands-on exercises are used to reinforce the course objectives. **CERTIFICATION PROGRAM**

DESCRIPTION: Industry recognized accreditation and validation of participant's knowledge and ability to effectively implement and conduct QA/QC activities. In-depth exam with detailed questions and exercise will rely upon participant's QA experience and understanding of CMM® QA KPAs process requirements. **TRAINING COURSE OBJECTIVES:** • Identify and discuss all of the CMM® Quality Assurance KPA requirements • Identify and discuss all to the CMM® Project Monitoring and Control KPA requirements • Cover CMM® compliant processes and procedures • Integrate the use of tools, templates, forms • Discuss Quality Assurance implementation barriers • Address necessary support elements (management support, quality reviews, etc.) • Identify the Quality Assurance Key Success Indicators • Build a Real, Practical, Quality Assurance Project Plan • Gain hands-on understanding and experience with processes, tools and templates **CERTIFICATION PROGRAM OBJECTIVES:** • Determine and validate participant knowledge and understanding of CMM® QA requirements • Determine and validate participant's ability to apply CMM® QA processes **CERTIFICATION PROGRAM PREREQUISITES:** • At least 3 years of QA experience • At least 1 formal QA training course **INTENDED AUDIENCE:** Experienced Quality Assurance/Quality Control Managers/Analysts; Test Engineers; SEPG Members **MINIMUM NUMBER OF STUDENTS:** 5 **MAXIMUM NUMBER OF STUDENTS:** 25

Capability Maturity Model (CMM®) Quality Assurance (QA) Training & Certification (CONTINUED)

LOCATIONS	DATES	LOCATIONS	DATES
Kansas City, MO	As Required	Minneapolis, MN	As Required
Omaha, NE	As Required	Salt Lake City, UT	As Required
Chicago, IL	As Required	Atlanta, GA	As Required
New York, NY	As Required	Los Angeles, CA	As Required
Raleigh, NC	As Required	Phoenix, AZ	As Required
Seattle, WA	As Required		

NOTE: Training Course Fee - \$795 (2 Days); OPTIONAL: Certification Program Fee - \$500 (1 Day)

Capability Maturity Model (CMM®) Configuration Management (CM) Training & Certification

TRAINING COURSE DESCRIPTION: Practice-focused, comprehensive course provides techniques for integrating Configuration Management (CM) processes into established infrastructure. Covers CM goals and activities required to satisfy the CMM® Key Process Areas (KPA) requirements. The participant receives proprietary processes, procedures, tools, forms, and templates to speed execution of the processes at a CMM®-compliant level. The participant gains comprehensive knowledge of ways to leverage the activities of other IT functional areas (Project Management, Quality Assurance, testing, etc.), regardless of the process maturity level. **CERTIFICATION PROGRAM DESCRIPTION:** Provides industry recognized accreditation and validation of participant's knowledge and ability to plan and execute CM processes in support of IT projects. In-depth examination of key concepts, with detailed questions and exercises that rely upon the participant's experience as well as understanding of the CMM® Configuration Management goals and process requirements. **TRAINING COURSE OBJECTIVES:** Identify and discuss all of the CMM® Configuration Management functional objectives and process requirements Cover CMM®-compliant processes and procedures Develop a process structure that supports implementation and training Determine what minimal processes will achieve the CMM® goals Understand roles of all players in the product development effort Integrate the use of tools, templates, forms and checklists Discuss process implementation barriers Build a real, practical, Configuration Management Plan Identify key success indicators, and how to measure them Gain hands-on understanding of and experience with processes, tools, and templates **CERTIFICATION PROGRAM OBJECTIVES:** Determine and validate: Participant's knowledge and understanding of CMM® CM functional objectives and process requirements Participant's ability to apply CMM® CM processes **CERTIFICATION PROGRAM PREREQUISITES:** At least 3 years CM experience At least 1 year administering CM library tool (PVCS, Changeman, etc.) At least 1 former CM course **INTENDED AUDIENCE:** Experienced CM practitioners, Project Managers, Project Leads, Software Engineering Process Group Members **MINIMUM NUMBER OF STUDENTS:** 5 **MAXIMUM NUMBER OF STUDENTS:** 25

Capability Maturity Model (CMM®) Configuration Management (CM) Training & Certification (CONTINUED)

LOCATIONS	DATES	LOCATIONS	DATES
Los Angeles, CA	As Required	Chicago, IL	As Required
New York, NY	As Required	Dallas, TX	As Required
Washington, DC	As Required		

NOTE: Training Course Fee - \$795 (2 Days); OPTIONAL: Certification Program Fee - \$500 (1 Day)

Capability Maturity Model (CMM®) Supplier Agreement/Contractor Management Training & Certification

TRAINING COURSE DESCRIPTION: A challenging, practical Supplier/Contractor Management course designed to provide the required processes to satisfy the CMM® Supplier Agreement Management Key Process Areas (KPAs) requirements. The course also provides key Supplier/Contractor templates, checklists, and tools for efficient execution of a mature Supplier/Contractor Management Function. The basic guidelines for initiating an effective Supplier/Contractor Management program and ensuring overall project success are addressed. Statement of Work/Contract planning and development requirements for various types of Information Technology projects are discussed. Hands-on exercises are used to reinforce the course objectives. **CERTIFICATION PROGRAM DESCRIPTION:** Industry recognized accreditation and validation of participant's knowledge and ability to effectively plan, develop and manage Supplier/Contractor agreements/contracts. The in-depth exam with detailed questions and exercises will rely upon participant's Supplier/Contractor Management experience and understanding of CMM® Supplier/Contractor KPAs process requirements. **TRAINING COURSE OBJECTIVES:** • Identify and discuss all of the CMM® Supplier/Contractor Management KPA requirements • Discuss and evaluate key success criteria for effective Supplier/Contractor Management program • Address the need and use of RFI, RFQ and RFPs • Identify effective techniques for tracking, evaluating and documenting a supplier/contractor's performance • Integrate the use of tools, templates and forms • Discuss Supplier/Contractor Management implementation barriers • Address necessary support elements (management support, QA, CM, Test, HR, Legal, etc.) • Discuss specific tailoring options for developing SOWs and Contracts • Review contract evaluation strategies and negotiating techniques • Gain hands-on understanding and experience with processes, tools and templates **CERTIFICATION PROGRAM OBJECTIVES:** • Determine and validate participant knowledge and understanding of CMM® Supplier/Contractor Management requirements • Determine and validate participant's ability to apply CMM® Supplier/Contractor Management processes **CERTIFICATION PROGRAM PREREQUISITES:** At least 3 years of Project Management experience At least 3 years of Supplier/Contractor interface/involvement At least 1 formal Project Management and/or Contractor Management course **INTENDED AUDIENCE:** Contract/Subcontract Manager; Contract/Subcontract Administrator; Project Manager; IT Purchasing Manager; IT Legal Liaison; Test/QA/CM Engineers **MINIMUM NUMBER OF STUDENTS:** 5 **MAXIMUM NUMBER OF STUDENTS:** 25

Capability Maturity Model (CMM®) Supplier Agreement/Contractor Management Training & Certification (CONTINUED)

LOCATIONS	DATES	LOCATIONS	DATES
Minneapolis, MN	As Required	Los Angeles, CA	As Required
Washington, DC	As Required		

NOTE: Training Course Fee - \$795 (2 Days); OPTIONAL: Certification Program Fee - \$500 (1 Day)

Implementing Capability Maturity Model (CMM®)

TRAINING COURSE DESCRIPTION: An exciting and refreshing approach to the CMM® Model, the model components and how the model should be implemented. The course is designed to introduce CMM® and provide real-world, practical methods for implementing the model in organizations. We will discuss software process maturity; what it is, what it is not and then explore process maturity's effect on your bottom line. This course explains the reason why Level 1 organizations exist and it explains initiatives needed to get to Level 2. Then, we provide a detailed analysis of Level 2 and Level 3 Key Process Areas (KPAs). This course will provide you with insight and tools to determine the general maturity of your organization. We will provide you with specific guidance on initiating and implementing CMM®. This course explores the varied committees and interpersonal relationships that lead to a successful, effective and lasting implementation of CMM®. Finally, the notion of metrics will be examined, with suggestions on what to collect and how to interpret the metrics that are collected.

TRAINING COURSE OBJECTIVES:

Software Process Maturity: Responds to the question of "What is process maturity", "Why is it important", "What are the benefits" and "What are the barriers".

Value of CMM® : Learn about the cost of quality. Understand why there is a need for quality improvement. Learn how ownership of the company product can be a corporate experience not just an executive experience.

Concepts and Structure: Learn about the structural components of CMM®. Learn about the maturity levels, common features and key practices.

CMM® Level analysis and key process analysis: Explore in depth, each level of maturity and the key process areas. Understand the purpose, goals, KPA requirements, barriers and the effect of the KPA on business objectives.

Determining organizational maturity: Learn why self appraisal is the first step towards change. Learn how to judge your organizational maturity level. Understand how to plan for organizational change.

Implementing CMM® : Learn how to implement the key steps of CMM®. Explore barriers (technical and intra-personal) and learn how to develop processes. Understand the pitfalls of process development and the characteristics of useable processes. Finally, gain an understanding of how to encourage the consistent use of process.

People and CMM® : Explore the people side of CMM®. Understand the role and effect of sponsors, steering committees, software process improvement groups, action teams, facilitators and mentors.

Making Metrics usable: Answer "What metrics do we use", "Why collect data", "How do we use the data", and "What do we need to learn from metrics to improve our process". Understand how to shape process using metric analysis.

Comparative Analysis: Review other process initiatives and how they compare to CMM®. Discuss the strengths of CMM®.

INTENDED AUDIENCE: This is an entry level course open to any participant who wants to learn about CMM®.

MINIMUM NUMBER OF STUDENTS: 5 MAXIMUM NUMBER OF STUDENTS: 25

Implementing Capability Maturity Model (CMM®) (continued)

LOCATIONS	DATES	LOCATIONS	DATES
Kansas City, MO	As Required	New York, NY	As Required
Washington, DC	As Required	Los Angeles, CA	As Required
Denver, CO	As Required	Orlando, FL	As Required
Minneapolis, MN	As Required	Phoenix, AZ	As Required
Omaha, NE	As Required	Detroit, MI	As Required
Chicago, IL	As Required	Miami, FL	As Required

NOTE: Training Course Fee - \$695 (2 Days)

Managing Management Behavior

TRAINING COURSE DESCRIPTION: An eye-opening look at the dynamics that pervade the highly competitive high-tech industry. Take a look behind the scenes to understand why the most successful businesses are able to stay ahead of their environment and their competition. Understand why and learn how to manage and motivate your most valuable resource: your managers. While most organizations are eliminating their middle-managers and not seeing a return on that investment, learn how to equip yours with new tools and strategies to build a cohesive, flexible, and *FAST* organization.

ORGANIZATIONAL CHANGE MANAGEMENT ACTION PLANNING WORKSHOP: Use the tools and knowledge learned in your training to develop a comprehensive and detailed action plan for any improvement effort. Perfect setting to address and design improvement activities for a Capability Maturity Model (CMM[®]) -based assessment for an accelerated-Capability Maturity Model (a-CMM[®]) follow-up.

TRAINING COURSE OBJECTIVES: • Understand *ALL* the organizational costs of poor management • Understand why it's so hard to find good organizational management behavior • Learn the standard *failure modes* of organizations...you'll recognize all of them! • Learn the characteristics and techniques for *mature leadership* • Discuss why *implementation* is the most critical skill for any successful business • Uncover why project implementation cannot succeed without the dynamic of *SPEED* • Learn to unleash the competitive advantage that separates you from the competition • Discover why undisciplined management will ultimately put you out of business • Learn who's behavior is most critical, and *HOW* to influence that behavior • Understand why change *MUST* be managed as any other mission-critical asset • Understand why every change initiative will cost the organization, but if properly implemented, you can turn short-term costs into long-term productivity • Learn how to have more impact, with less resources, in less time

ORGANIZATIONAL CHANGE MANAGEMENT PLAN DEVELOPMENT

OBJECTIVES: • Produce an action-oriented plan to prepare your organization for the future • Target issues critical for organizational survival and success • Recognize and plan for the cultural realities of what can and can not be accomplished • Learn a structured and repeatable process for planning that deals with all the aspects surrounding organizational change and management behavior modification

INTENDED AUDIENCE:

Anybody responsible for directing and managing people. CEOs and their staffs, internal consultants, Project leaders and their implementation teams, Project Managers, OD & HR professionals, Training personnel, Division Chiefs, engineering staffs, etc.

MINIMUM NUMBER OF STUDENTS: 5 **MAXIMUM NUMBER OF STUDENTS:** 25

Managing Management Behavior (continued)

LOCATIONS	DATES	LOCATIONS	DATES
New York, NY	As Required	Denver, CO	As Required
Detroit, MI	As Required	Los Angeles, CA	As Required
Chicago, IL	As Required	Atlanta, GA	As Required

NOTE: Training Course Fee - \$795 (2 Days); **OPTIONAL:** Organization Change Plan Development Fee - \$500 (1 Day)

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.

Not Applicable

**V TERMS AND CONDITIONS APPLICABLE TO INFORMATION
TECHNOLOGY (IT) PROFESSIONAL SERVICES
(SPECIAL ITEM NUMBER 132-51)**

1. SCOPE

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

2. PERFORMANCE INCENTIVES

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

3. ORDER

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

4. PERFORMANCE OF 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.

13. RESUMES

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

14. INCIDENTAL SUPPORT COSTS

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

15. APPROVAL OF SUBCONTRACTS

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

16. DESCRIPTION OF IT SERVICES AND PRICING

Software Engineering Services Corporation SKILL CATEGORY DESCRIPTIONS AND QUALIFICATIONS

A. MANAGEMENT AND TECHNOLOGY SERIES

Management (A1 – A5)

- A1. Program Manager
- A2. Project Manager
- A3. Software Development Manager
- A4. Operations and Support Manager
- A5. Management Information Systems (MIS) Project Manager

Technology (A6 – A12)

- A6. Senior Technologist
- A7. Principal Technologist
- A8. Director of Technology
- A9. Senior Technical Professional
- A10. Technical Professional
- A11. Staff Technical Professional
- A12. Senior Project Administrator

B. SYSTEMS ANALYSIS AND PROGRAMMING SERIES

- B1. Principal Functional Analyst
- B2. Senior Functional Analyst
- B3. Functional Analyst
- B4. Senior Consultant
- B5. Principal Business Process Reengineering Specialist
- B6. Senior Business Process Reengineering Specialist
- B7. Scientific System Analyst
- B8. Senior Systems Analyst
- B9. Systems Analyst
- B10. Senior Programmer
- B11. Programmer
- B12. Senior Web Page Programmer
- B13. Web Site Engineer

C. TRAINING SERIES

- C1. Training Supervisor
- C2. Training Developer
- C3. Trainer

D. ENGINEERING SERIES

- D1. Information Engineer
- D2. Senior Applications Engineer
- D3. Applications Engineer
- D4. Senior Systems Engineer
- D5. Systems Engineer
- D6. Junior Engineer

E. NETWORK SERIES

- E1. Network Manager
- E2. Network Administrator
- E3. Senior Network Journeyman

H. HIPAA SERIES

- H1. HIPAA Manager
- H2. HIPAA Privacy Officer
- H3. HIPAA Privacy Analyst
- H4. HIPAA Security Officer
- H5. HIPAA Security Analyst
- H6. HIPAA Generalist

I. SUPPORT SERIES

- I1. Senior Technical Writer
- I2. Technical Writer
- I3. Administrative Support

J. DATA WAREHOUSE SERIES

- J1. Data Warehouse Specialist
- J2. Senior Data Warehouse Specialist
- J3. Principal Data Warehouse Specialist

K. TEST SERIES

- K1. Test Manager
- K2. Senior Test Engineer
- K3. Test Engineer

L. QUALITY ASSURANCE SERIES

- L1. Senior Quality Assurance Analyst
- L2. Quality Assurance Manager
- L3. Quality Assurance Analyst

M. CONFIGURATION MANAGEMENT SERIES

- M1. Configuration Management Manager
- M2. Configuration Management Analyst
- M3. Configuration Management Technician

17. SKILL CATEGORY REQUIREMENTS

- a. **QUALIFICATION REQUIREMENTS.** To perform on this schedule, contractor personnel must meet the minimum requirement for the skill categories described herein. In addition to the total and specialized experience defined in the skill categories, specific areas of required expertise may be further defined in a Government task request.
- b. **TASK LEADER.** Where the size of a task order warrants, a task leader shall be named for the task order by Software Engineering Services to manage Software Engineering Services' efforts.
- c. **SUBSTITUTION OF EDUCATION FOR EXPERIENCE.** A Bachelor's degree or higher may be substituted for the general and specialized experience for those labor categories requiring a high school diploma. Substitution shall be approved by the COTR.
- d. **SUBSTITUTION OF EXPERIENCE FOR EDUCATION.** Substitution of experience for education is not allowed for some of the categories. The restriction has been identified within the category descriptions where it applies. The substitution rate for categories with no restriction will be 2 years of experience for 1 year of education unless otherwise specified. Substitution shall be approved by the COTR.

A1: PROGRAM MANAGER (1) Experience requirements. (a) Total Experience. Ten (10) years of progressive experience in the development of systems in broad-based information technology (IT) settings involving the use of contemporary tools and techniques for information systems development. (b) Specialized Experience. Seven (7) years of specific experience in project development from inception to deployment, demonstrated ability to provide guidance and direction in tasks of varying levels of size and scope of effort, proven expertise in the management and control of funds and resources, demonstrated capability in managing multi-task contracts of this type and complexity envisioned for this schedule. (2) Functional Responsibility. Serves as the contractor's single program manager for a large, complex task order (or a group of task orders affecting the same common/standard/migration system), and shall be the contractor's authorized interface with the Government authorized representative, government management personnel and customer agency representatives. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel and communicating policies, purposes, and goals of the organization to subordinates. Shall be responsible for the overall contractor's performance. Plans and supervises multiple projects and/or task orders involving complex information systems software development. (3) Education and other requirements. A Bachelor of Science degree from an accredited college or university.

A2: PROJECT MANAGER (1) Experience requirements. (a) Total Experience. Eight (8) years of progressive experience in the development of systems in broad-based information technology (IT) settings involving the use of contemporary tools and techniques for information systems development. May work under the guidance of a Program Manager. (b) Specialized Experience. Six (6) years of specific experience in project development from inception to deployment, demonstrated ability to provide guidance and direction in tasks of varying levels of size and scope of effort, proven expertise in the management and control of funds and resources, demonstrated capability in managing multi-task contracts of this type and complexity envisioned for this schedule. (2) Functional Responsibility. Serves as the project manager for a large, complex task order (or a group of task orders affecting the same common/standard/migration system) and shall assist the Program Manager in working with the Government's authorized representative, the task order-level COTR(s), government management personnel and customer agency representatives. Under the guidance of the Program Manager, responsible for the overall management of the specific task order(s) and insuring that the technical solutions and schedules in the task order are implemented in a timely manner. Performs enterprise wide horizontal integration planning and interfaces to other functional systems. Plans and supervises multiple projects and/or task orders involving complex information systems software

development. (3) Education and other requirements. A Bachelor of Science degree from an accredited college or university.

A3: SOFTWARE DEVELOPMENT MANAGER (1) Experience requirements. (a) Total Experience. Six (6) years of progressive experience in systems analysis and computer programming in broad-based information technology (IT) settings involving the use of contemporary computer hardware and high order programming languages. (b) Specialized Experience. Five (5) years of specific experience in managing large, complex information systems software development projects. Must have demonstrated management expertise through effective use of project management scheduling tools. Must have proven expertise in the management and control of funds and resources and demonstrated capability in managing multi-task task orders. (2) Functional Responsibility. Plans and supervises multiple projects and/or task orders involving complex information systems software development. Manages software development and support tasks using formal specifications, data flow diagrams, other accepted design techniques and Computer Aided Software Engineering (CASE) tools. Estimates software development costs and schedule. Reviews existing programs and assists in making refinements, reducing operating time and improving current techniques. Meets with Government and contractor personnel to formulate and review task order plans and deliverable items. (3) Education and other requirements. A Bachelor of Science degree from an accredited college or university.

A4: OPERATIONS AND SUPPORT MANAGER (1) Experience requirements. (a) Total Experience. Eight (8) years of progressive experience in computer/communications support activities such as computer operations, data communications, network design, or maintenance activities. (b) Specialized Experience. Five(5) years of specific experience in managing the overall operating functions of a modern medium or large-scale computer environment including responsibility for such activities as computer network operations, hardware and software maintenance, customer support, and production control. Must have demonstrated management expertise through the effective use of project management scheduling tools. Must have proven expertise in the management and control of funds and resources and demonstrated capability in managing multi-task task orders. (2) Functional Responsibility. Organizes, directs and manages the contract's operation and maintenance function. Manages the LAN/WAN computer support operations such as network operations, system software maintenance, production control, data entry, remote job entry, tape library, etc. Must have demonstrated capability for oral and written communications with all levels of management. Must have a thorough knowledge of the capabilities of applicable computer and communications configurations. Meets with Government personnel and contractor personnel to formulate and review task order plans and deliverable items. Ensures conformance with task order schedules and costs. (3) Education and other requirements. A Bachelor of Science degree from an accredited college or university.

A5: MANAGEMENT INFORMATION SYSTEMS (MIS) PROJECT MANAGER (1) Experience Requirements. (a) Total Experience. Eight (8) years of progressive experience in managing ADP/MIS projects involving a combination of analysis, development and/or support activities. (b) Specialized Experience. Five (5) years of management experience with proven expertise in the management and control of funds and resources and demonstrated capability in managing multiple tasks using project management scheduling tools. (2) Functional Responsibility. Plans, organizes, directs and controls IT/ADP activities identified in the Government task request. Must have thorough knowledge of the IT/ADP area. Must have demonstrated capability for oral and written communications with all levels of management. Meets with Government personnel and contractor personnel to formulate and review task order plans and deliverable items. Ensures conformance with task order schedules and costs. (3) Education and other requirements. A Bachelor of Science degree from an accredited college or university.

A6: SENIOR TECHNOLOGIST (1) Experience requirements. (a) Total Experience. Twelve (12) years of experience in providing expert, independent services and leadership in specialized technical areas. Provides expertise on an as needed basis to all task assignments while coordinating with team members to ensure the problem has been properly defined and that the solution satisfied requirements. Possesses requisite knowledge and expertise so recognized in the professional community that the Government is able to qualify the individual as an expert in the field for a specific Task Assignment. Demonstrates exceptional oral and written communications skills. (b) Specialized Experience. Ten (10) years of specific experience is

required while demonstrating progressive accomplishments as an expert in large and complex information technology systems implementations. Expertise is applied across multiple information technology platforms and the integration of diverse architectures. Must demonstrate the ability to work independently and lead large technologically oriented teams focused on a specific problem or requirements set. Demonstrates exceptional oral and written communications skills. (2) Functional Responsibility. Serves as a technology expert in the architecture and development of large systems requiring state-of-art technology that is based on complex engineering techniques and/or processes. Establishes system requirements using analysis of enterprise-wide or large scale information systems to determine critical features and establishing performance models to ensure the viability of the required tasks, the interrelationships of the tasks, and that a recommended solution will meet all requirements in an effective manner. Designs systems architectures that include software, hardware, and communications to support the total set of system requirements as well as provide for present and future cross-functional requirements and interfaces. Ensures these systems are compatible and in compliance with the standards for open systems architectures, the Open Systems Interconnection (OSI) and International Standards Organization (ISO) reference models, and profiles of standards - such as Institute of Electrical and Electronic Engineers (IEEE) Open Systems Environment (OSE) reference model - as they apply to the implementation and specification of Information Management (IM) solution of the application platform, across the application program interface (API), and the external environment/software application. Ensures that the common operating environment is compliant with agency standards. Evaluates analytically and systematically problems of work flows, organization, and planning and develops appropriate corrective action. (3) Education and other requirements. A Bachelor of Science degree from an accredited university.

A7: PRINCIPAL TECHNOLOGIST (1) Experience requirements. (a) Total Experience. Ten (10) years of experience in providing expert, independent services and leadership in specialized technical areas. Provides expertise on an as needed basis to all task assignments while coordinating with team members to ensure the problem has been properly defined and that the solution satisfied requirements. Possesses requisite knowledge and expertise so recognized in the professional community that the Government is able to qualify the individual as an expert in the field for a specific Task Assignment. Demonstrates exceptional oral and written communications skills. (b) Specialized Experience. Eight (8) years of specific experience is required while demonstrating a progressive accomplishments as an expert in large and complex information technology systems implementations. Expertise is applied across multiple information technology platforms and the integration of diverse architectures. Must demonstrate the ability to work independently or under only general direction. (2) Functional Responsibility. Serves as a technology expert in the architecture and development of large systems requiring state-of-art technology that is based on complex engineering techniques and/or processes. Establishes system requirements using analysis of enterprise-wide or large scale information systems to determine critical features and establishing performance models to ensure the viability of the required tasks, the interrelationships of the tasks, and that a recommended solution will meet all requirements in an effective manner. Designs systems architectures that include software, hardware, and communications to support the total set of system requirements as well as provide for present and future cross-functional requirements and interfaces. Ensures these systems are compatible and in compliance with the standards for open systems architectures, the Open Systems Interconnection (OSI) and International Standards Organization (ISO) reference models, and profiles of standards - such as Institute of Electrical and Electronic Engineers (IEEE) Open Systems Environment (OSE) reference model - as they apply to the implementation and specification of Information Management (IM) solution of the application platform, across the application program interface (API), and the external environment/software application. Ensures that the common operating environment is compliant with agency standards. Evaluates analytically and systematically problems of work flows, organization, and planning and develops appropriate corrective action. (3) Education and other requirements. A Bachelor of Science degree from an accredited university.

A8: DIRECTOR OF TECHNOLOGY (1) Experience requirements. (a) Total Experience. Eight (8) years of experience in providing expert, independent services and leadership in specialized technical areas. Provides expertise on an as needed basis to all task assignments while coordinating with team members to ensure the problem has been properly defined and that the solution satisfied requirements. Possesses requisite knowledge and expertise to be recognized as a specialist in the field for a specific Task Assignment. (b) Specialized Experience. Six (6) years of specific experience is required while

demonstrating a progressive accomplishments as an expert in large and complex information technology systems implementations. Expertise is applied across multiple information technology platforms and the integration of diverse architectures. Must demonstrate the ability to work independently or under only general direction. (2) Functional Responsibility. Serves as a technology expert in the architecture and development of large systems requiring state-of-art technology that is based on complex engineering techniques and/or processes. Establishes system requirements using analysis of enterprise-wide or large scale information systems to determine critical features and establishing performance models to ensure the viability of the required tasks, the interrelationships of the tasks, and that a recommended solution will meet all requirements in an effective manner. Designs systems architectures that include software, hardware, and communications to support the total set of system requirements as well as provide for present and future cross-functional requirements and interfaces. Ensures these systems are compatible and in compliance with the standards for open systems architectures, the Open Systems Interconnection (OSI) and International Standards Organization (ISO) reference models, and profiles of standards - such as Institute of Electrical and Electronic Engineers (IEEE) Open Systems Environment (OSE) reference model - as they apply to the implementation and specification of Information Management (IM) solution of the application platform, across the application program interface (API), and the external environment/software application. Ensures that the common operating environment is compliant with agency standards. Evaluates analytically and systematically problems of work flows, organization, and planning and develops appropriate corrective action. (3) Education and other requirements. A Bachelor of Science degree from an accredited university.

A9: SENIOR TECHNICAL PROFESSIONAL (1) Experience requirements. (a) Total Experience. Eight (8) years of progressive experience in the development of systems in broad-based information technology (IT) settings providing in-depth subject matter expertise and an ability to translate these into system requirements, systems architecture, and research, development, and test tasks. Possesses requisite knowledge and expertise to be recognized as a specialist in the field for a specific Task Assignment. (b) Specialized Experience. Six (6) years of superior functional knowledge of task order specific requirements, or developing functional requirements for complex integrated ADP systems. Must demonstrate the ability to work independently or under only general direction. (2) Functional Responsibility. At a large-scale information system or enterprise-wide level, analyze user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Applies business process improvement practices to re-engineer methodologies/principles and business process modernization projects. Applies, as appropriate, activity and data modeling, transaction flow analysis, internal control and risk analysis and modern business methods and performance measurement techniques. Assist in establishing standards for information systems procedures. Develops and applies organization-wide information models for use in designing and building integrated, shared software and database management systems. Constructs sound, logical business improvement opportunities consistent with corporate Information Management guiding principles, cost savings, and open system architecture objectives. (3) Education and other requirements. A Bachelor of Science degree from an accredited university.

A10: TECHNICAL PROFESSIONAL (1) Experience requirements. (a) Total Experience. Six (6) years of progressive experience in systems analysis and computer programming in highly complex and broad-based information technology (IT) settings providing in-depth subject matter expertise and an ability to translate these into system requirements, systems architecture, and research, development and test tasks. In depth experience in the use of contemporary communications systems, computer hardware, relational data base technologies, and high order programming languages. (b) Specialized Experience. Four (4) years of superior functional knowledge of task order specific requirements, or developing functional requirements for complex integrated ADP systems. Should have proven expertise in the management and control of funds and resources and demonstrated capability in managing multi-task task orders. Must demonstrate the ability to work independently or under only general direction (2) Functional Responsibility. At a large-scale complex information system or enterprise-wide level, analyze user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Applies business process improvement practices to re-engineer methodologies/principles and business process modernization projects. Applies, as appropriate, activity and data modeling, transaction flow analysis, internal control and risk analysis and modern business methods and performance

measurement techniques. Assist in establishing standards for information systems procedures. Develops and applies organization-wide information models for use in designing and building integrated, shared software and database management systems. Constructs sound and logical improvement opportunities consistent with corporate Information Management guiding principles, cost savings, and open system architecture objectives. (3) Education and other requirements. A Bachelor of Science degree from an accredited university.

A11: STAFF TECHNICAL PROFESSIONAL (1) Experience requirements. (a) Total Experience. Four (4) years of progressive experience in systems analysis and computer programming in highly complex and broad-based information technology (IT) settings involving the use of contemporary communications systems, computer hardware, relational data base technologies, and high order programming languages. (b) Specialized Experience. Two (2) years of specific experience in large, complex information systems software development projects. Must have demonstrated expertise through effective use of state-of-the-art development tools and models. Must have proven expertise in the effective use of highly specialized personnel resources and a demonstrated capability in managing multi-task activities simultaneously. (2) Functional Responsibility. At a large-scale complex information system or enterprise-wide level, analyze user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Applies business process improvement practices to re-engineer methodologies/principles and business process modernization projects. Applies, as appropriate, activity and data modeling, transaction flow analysis, internal control and risk analysis and modern business methods and performance measurement techniques. Assist in establishing standards for information systems procedures. Develops and applies organization-wide information models for use in designing and building integrated, shared software and database management systems. Constructs sound and logical improvement opportunities consistent with corporate Information Management guiding principles, cost savings, and open system architecture objectives. (3) Education and other requirements. A Bachelor of Science degree from an accredited university.

A12: SENIOR PROJECT ADMINISTRATOR (1) Experience Requirements. (a) Total Experience. Six (6) years progressive experience in IS/ADP systems administration. (b) Specialized Experience. Three (3) years intensive and progressive specific experience in the administration of complex data systems. (2) Functional Responsibility. Specifies proper types of files organization, indexing methods, and security procedures. Advises project teams on the design of complex data bases (e.g., schema and sub-schema details). Defines specialized aspects of user's data base administrator documentation. Performs detailed comparisons of various data base systems. Performs duties in a complex, distributed, heterogeneous computing environment, which may involve different types of hardware platforms, operating systems applications, and network environments. Provides expertise in data storage systems. Performs administration tasks (installing, maintaining, monitoring, recovering, rebuilding, upgrading, patching and performance tuning). Implements software solutions for performance enhancement, operator interface, and increased user capability. Augments other skill categories by providing unique IS/ADP systems administration knowledge in areas that require in-depth current knowledge of a specialized IS discipline. Such specialized knowledge can only be achieved through intensive, extensive, and continuous application of the specialty at a level exceeding that of the more general and broad based IS requirements of the skill category series. (3) Education and Other Requirements. A Bachelor of Science degree from an accredited university.

B1: PRINCIPAL FUNCTIONAL ANALYST (1) Experience requirements. (a) Total Experience. Ten (10) years of progressive experience in the development of systems in broad-based information technology (IT) settings providing in-depth subject matter expertise and an ability to translate these into system requirements. (b) Specialized Experience. Eight (8) years of superior functional knowledge of task order specific requirements, or developing functional requirements for complex integrated ADP systems. Must demonstrate the ability to work independently or under only general direction. (2) Functional Responsibility. At a large-scale information system or enterprise-wide level, analyze user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task. Provides daily supervision and direction to support staff when required. (3) Education and other requirements. A Bachelor of Science degree from an accredited college or university.

B2: SENIOR FUNCTIONAL ANALYST (1) Experience requirements. (a) Total Experience. Eight (8) years of progressive experience in the development of systems in broad-based information technology (IT) settings providing in-depth subject matter expertise and an ability to translate these into system requirements. (b) Specialized Experience. Six (6) years of superior functional knowledge of task order specific requirements, or developing functional requirements for complex integrated ADP systems. Must demonstrate the ability to work independently or under only general direction. (2) Functional Responsibility. Analyze user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task. Provides daily supervision and direction to support staff. (3) Education and other requirements. A Bachelor of Science degree from an accredited college or university.

B3: FUNCTIONAL ANALYST (1) Experience requirements. (a) Total Experience. Six (6) years of experience in the development of information technology (IT) systems providing subject matter expertise and an ability to translate these into system requirements. (b) Specialized Experience. Three (3) years developing functional requirements for complex integrated ADP systems. Must demonstrate the ability to work independently or under only general direction. (2) Functional Responsibility. Analyze user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task. (3) Education and other requirements. A Bachelor of Science degree from an accredited college or university.

B4: SENIOR CONSULTANT (1) Experience requirements. (a) Total Experience. Fifteen (15) years of experience in information systems development, functional and data requirements analysis, systems analysis and design, programming, program design and documentation preparation. (b) Specialized Experience. Ten (10) years of specific experience is required in the following: demonstrated leadership experience in the implementation of information engineering projects and experience in systems analysis, design and programming using Computer Aided Software Engineering (CASE) and IE tools and methods, e.g., Oracle CASE, IEF CASE, KnowledgeWare, etc. Demonstrated experience in the client/server environment. Exceptional written and oral communications skills, including giving formal presentations to different audiences. Must demonstrate the ability to work independently or under only general direction. (2) Functional Responsibility. Serves as a technical expert in the development of large, complex task order (or a group of task orders affecting the same common/standard/migration system). Establishes system information requirements using analysis of the information engineer(s) in the development of enterprise-wide or large-scale information systems. Designs architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross-functional requirements and interfaces. Ensures these systems are compatible and in compliance with the standards for open systems architectures, the Open Systems Interconnection (OSI) and International Standards Organization (ISO) reference models, and profiles of standards - such as Institute of Electrical and Electronic Engineers (IEEE) Open Systems Environment (OSE) reference model - as they apply to the implementation and specification of Information Management (IM) solution of the application platform, across the application program interface (API), and the external environment/software application. Ensures that the common operating environment is compliant with agency standards. Evaluates analytically and systematically problems of work flows, organization, and planning and develops appropriate corrective action. (3) Education and other requirements. A Bachelor of Science degree from an accredited college or university.

B5: PRINCIPAL BUSINESS PROCESS REENGINEERING SPECIALIST (1) Experience requirements. (a) Total Experience. Eight (8) years of experience in the development of systems in broad-based information technology (IT) settings providing in-depth process improvement and reengineering methodologies. (b) Specialized Experience. Six (6) years of specific experience facilitating, training, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, and information system development methods and practices. (2) Functional Responsibility. Applies process improvement and reengineering methodologies and principles to conduct process modernization projects. Responsible for effective transitioning of existing project teams, and the facilitation of project teams in the accomplishment of project activities and objectives. Provides group facilitation,

interviewing, training, and provides additional forms of knowledge transfer. Key coordinator between multiple project teams to ensure enterprise-wide integration of reengineering efforts. (3) Education and other requirements. A Bachelor of Science degree from an accredited college or university.

B6: SENIOR BUSINESS PROCESS REENGINEERING SPECIALIST (1) Experience requirements. (a) Total Experience. Six (6) years of experience in the development of systems in broad-based information technology (IT) settings providing in-depth process improvement and reengineering methodologies. (b) Specialized Experience. Four (4) years of specific experience facilitation, training, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, or information system development methods and practices and supervision of Business Process Reengineering Specialist. (2) Functional Responsibility. Applies process improvement and reengineering methodologies and principles to conduct process modernization projects. Duties include activity and data modeling, developing modern business methods, identifying best practices, and creating and assessing performance measurements. Provides group facilitation, interviewing, training, and provides additional forms of knowledge transfer. May be under the supervision and direction of a Principal Business Process Reengineering Specialist or may work independently. (3) Education and other requirements. A Bachelor of Science degree from an accredited college or university.

B7: SCIENTIFIC SYSTEMS ANALYST (1) Experience requirements. (a) Total Experience. Six (6) years progressive experience in a scientific higher order programming language and/or analyses in a research, development or test environment, such as a laboratory or test center. (b) Specialized Experience. Four (4) years supporting state of the art research with working experience in various programming languages such as: ADA, LISP, FORTRAN, C, C++; mathematics codes such as: Matlab, Mathematical; engineering applications such as: NASTRAN, ANSYS. (2) Functional Responsibility. Performs high-level systems analysis, design, programming, documentation, and implementation of very complex applications which require a thorough knowledge of specific fields of research. Provides expertise on the use of scientific software and hardware capabilities. Provides detailed assistance to programmers and users on the maintenance, operation, and use of scientific software. Prepares and delivers presentations and briefings as required by the task orders. (3) Education and other requirements. A Bachelor of Science degree from an accredited college or university.

B8: SENIOR SYSTEMS ANALYST (1) Experience requirements. (a) Total Experience. Four (6) years progressive experience in the analysis and design of business or scientific applications using database management systems or high level programming languages. (b) Task Leader. Indicates this category may serve as a task leader on one or more task orders. Management experience will be required since the category qualifications do not require managerial experience. Task leaders must have supervisory or project leader experience. This experience is not in addition to the experience requirements for the skill category. Project leader experience is experience that demonstrates an individual's ability to accomplish projects/tasks through others. (2) Functional Responsibility. Performs systems analysis, design, programming, documentation, or implementation of complex system applications and related MIS/ADP systems concepts for effective implementation. Participates in all phases of the software development life cycle with emphasis on the planning, analysis, testing and acceptance phases. Designs and prepares technical reports and related documentation, and makes charts and graphs to record results. (3) Education and other requirements. A Bachelor of Science degree from an accredited college or university.

B9: SYSTEMS ANALYST (1) Experience requirements. (a) Total Experience. Three (3) years progressive experience in the analysis and design of business or scientific applications using database management systems or high-order programming languages. (2) Functional Responsibility. Performs systems analysis, design, programming, documentation, or implementation of complex system applications and related IT/ADP systems concepts for effective implementation. Participates in all phases of the software development life cycle with emphasis on the planning, analysis, programming, testing and acceptance phases. Designs and prepares technical reports and related documentation, and makes charts and graphs to record results. Prepares and delivers presentations and briefings as required. (3) Education and other requirements. A Bachelor of Science degree from an accredited college or university.

B10: SENIOR PROGRAMMER (1) Experience requirements. (a) Total Experience. Six (6) years of progressive experience in the computer programming field. (b) Task Leader. Indicates this category may serve as a task leader on one or more task orders. Management experience will be required since the category qualifications do not require managerial experience. Task leaders must have supervisory or project leader experience. This experience is not in addition to the experience requirements for the skill category. Project leader experience that demonstrates an individual's ability to accomplish projects/tasks through others. (2) Functional Responsibility. Performs design, programming, documentation, and implementation of applications that require knowledge of information systems and related systems concepts for effective development and deployment of software modules. Participates in all phases of software development with emphasis on the design, coding, testing, documentation, and acceptance phases. Designs and prepares technical reports and related documentation. (3) Education and other requirements. A Bachelor of Science degree from an accredited college or university.

B11: PROGRAMMER (1) Experience requirements. (a) Total Experience. Four (4) years experience in the computer programming field. (2) Functional Responsibility. Performs assigned portions of design, programming, documentation, for IS/ADP systems. Participates in all phases of software development with emphasis on the programming, testing, documentation, and acceptance phases. Designs and prepares technical reports and related documentation, and makes charts and graphs to record results. (3) Education and other requirements. A Bachelor of Science degree from an accredited college or university.

B12: SENIOR WEB PAGE PROGRAMMER (1) Experience requirements. (a) Total Experience. Six (6) years of progressive experience in the development of systems in broad-based information technology (IT) settings involving the use of contemporary tools and techniques for information systems development. (b) Specialized Experience. Three (3) years of specific experience including: developing information systems using client server technologies. Experience in several WWW technologies (Browsers, Servers, FTP, MIME), UNIX, java, script languages (sh, perl, sed), C/C++, Mac/PC applications. Previous experience with HMTL authoring, previous graphics art experience, knowledge of Internet services and tools. Must have a basic networking knowledge of TCP/IP protocols. (2) Functional Responsibility. Lead the development of automated WWW information services, software targeted for WWW applications using UNIX shell/Perl and java scripts. Develop WWW Home Pages, HTML documents, WWW databases using relational or flat file databases. Where required, use and modify Perl based applications to create new web sites, tools and user forms for the efficient maintenance and expansion of existing Software Engineering Services web sites. (3) Education and other requirements. A Bachelor of Science degree from an accredited college or university.

B13: WEB SITE ENGINEER (1) Experience requirements. (a) Total Experience. Four (4) years of progressive experience in the development of systems in broad-based information technology (IT) settings involving the use of contemporary tools and techniques for information systems development. (b) Specialized Experience. Two (2) years of specific experience including: developing information systems using client server technologies. Experience in several WWW technologies (Browsers, Servers, FTP, MIME), UNIX, java, script languages (sh, perl, sed), C/C++, Mac/PC applications. Previous experience with HMTL authoring, previous graphics art experience, knowledge of Internet services and tools. Must have a basic networking knowledge of TCP/IP protocols. (2) Functional Responsibility. Support the development of automated WWW information services, software targeted for WWW applications using UNIX shell/Perl and java scripts. Support the develop WWW Home Pages, HTML documents, WWW databases using relational or flat file databases. Where required, use and modify Perl based applications to create new web sites, tools and user forms for the efficient maintenance and expansion of existing Software Engineering Services web sites. (3) Education and other requirements. A Bachelor of Science degree from an accredited college or university.

C1: TRAINING SUPERVISOR (1) Experience Requirements. (a) Total Experience. Five (5) years experience in the training field with emphasis on planning, defining, and preparing training requirements for IS/ADP related courses. (b) Specialized Experience. Two (2) years of specialized experience which includes experience in developing and providing technical and end-user training on computer hardware and application software. Demonstrated ability to communicate orally and in writing. Working knowledge of subject area requirements as defined in a Government task request. (c) Task Leader. Indicates this category

may serve as a task leader on one or more task orders. Management experience will be required since the category qualifications do not require managerial experience. Task leaders must have supervisory or project leader experience. This experience is not in addition to the experience requirements for the skill category. Project leader experience is experience that demonstrates an individual's ability to accomplish projects/tasks through others. (2) Functional Responsibility. Supervises trainers who conduct IS/ADP subject matter training classes. May conduct training classes. Works closely with Government personnel to determine training and scheduling requirements. Responsible for the development and quality of course material. Reviews and provides inputs for training documentation. Provides daily supervision and direction to staff. (3) Education and Other Requirements. A Bachelor of Science degree from an accredited college or university.

C2: TRAINING DEVELOPER (1) Experience Requirements. (a) Total Experience. Three (3) years experience in the training field with emphasis on determining training requirements for specific job functions. Conduct research necessary to develop, revise training courses and curriculum. Develop training programs and training materials necessary for effecting the actual training. Demonstrate ability to communicate orally and in writing. (b) Specialized Experience: Two (2) years of specialized experience which includes experience in developing course materials, such as course manuals, training aids, student texts and handouts. (2) Functional Responsibility. Provide classroom and on-the-job instruction and computer based/aided training. Provides training to personnel in a formal classroom courses, workshops and seminars. Working knowledge of subject area requirements as defined in a Government task request. (3) Education and Other Requirements. A Bachelor of Science degree from an accredited college or university.

C3: TRAINER (1) Experience Requirements. (a) Total Experience. Two (2) years experience conducting IS/ADP training. (b) Specialized Experience. Two (2) years of specialized experience which includes experience in developing and providing technical and end-user training on computer hardware and application software. Demonstrated ability to communicate orally and in writing. Working knowledge of subject area requirements as defined in a Government task request (2) Functional Responsibility. Conducts IS/ADP training classes. Prepares training documentation. (3) Education and Other Requirements. A Bachelor of Science degree from an accredited college.

D1: INFORMATION ENGINEER (1) Experience requirements. (a) Total Experience. Eight (8) years of progressive information systems development, functional and data requirements analysis, systems analysis and design, programming, program design and documentation preparation. (b) Specialized Experience. Six (6) years of specific experience in information systems development, functional and data requirements analysis, systems analysis and design, programming, program design and documentation preparation. The following experience is also required: demonstrated experience in the implementation of information engineering projects; systems analysis, design and programming Computer Aided Software Engineering (CASE) and IE tools and methods, systems planning, business information planning, and business analysis. Must demonstrate the ability to work independently or under only general direction. (2) Functional Responsibility. Applies business process improvement practices to re-engineer methodologies/principles and business process modernization projects. Applies, as appropriate, activity and data modeling, transaction flow analysis, internal control and risk analysis and modern business methods and performance measurement techniques. Assist in establishing standards for information systems procedures. Develops and applies organization-wide information models for use in designing and building integrated, shared software and database management systems. Constructs sound, logical business improvement opportunities consistent with corporate Information Management guiding principles, cost savings, and open system architecture objectives. (3) Education and other requirements. A Bachelor of Science degree from an accredited college or university.

D2: SENIOR APPLICATIONS ENGINEER (1) Experience requirements. (a) Total Experience. Eight (8) years of progressive in managing or performing software engineering activities. (b) Specialized Experience. Six (6) years of specific experience working with COBOL, Ada, C, C++, SQL, and third/fourth generation languages in the design and implementation of systems and using database management systems. General experience includes increasing responsibilities in software engineering activities. Knowledgeable of applicable standards. (2) Functional Responsibility. Analyzes and studies

complex system requirements. Designs software tools and subsystems to support software reuse and domain analyses and manages their implementation. Manages software development and support using formal specifications, data flow diagrams, other accepted design techniques and Computer Aided Software Engineering (CASE) tools. Estimates software development costs and schedule. Reviews existing programs and assists in making refinements, reducing operating time, and improving current techniques. Supervises software configuration management. (3) Education and other requirements. A Bachelor of Science degree from an accredited college or university.

D3: APPLICATIONS ENGINEER (1) Experience requirements. (a) Total Experience. Six (6) years of progressive in managing or performing software engineering activities. (b) Specialized Experience. Four (4) years of specific experience working with COBOL, Ada, C, C++, SQL, and third/fourth generation languages in the design and implementation of systems and using database management systems. General experience includes increasing responsibilities in software engineering activities. Knowledgeable of applicable standards. (2) Functional Responsibility. Analyzes and studies complex system requirements. Designs software tools and subsystems to support software reuse and domain analyses and manages their implementation. Manages software development and support using formal specifications, data flow diagrams, other accepted design techniques and Computer Aided Software Engineering (CASE) tools. Estimates software development costs and schedule. Reviews existing programs and assists in making refinements, reducing operating time, and improving current techniques. Supervises software configuration management. (3) Education and other requirements. A Bachelor of Science degree from an accredited college or university.

D4: SENIOR SYSTEMS ENGINEER (1) Experience Requirements. (a) Total Experience. Five (5) years of intensive and progressive specific experience in planning, designing and analyzing telecommunications networks. This experience must have demonstrated knowledge of Ethernet, FDDI and a working knowledge of operating systems and protocols such as Novell, NT, UNIX, VINES, SNA and TCP/IP. Must have experience with network analysis/management tools and techniques and be familiar with PC's in a client/server environment. Must be familiar with IT and long distance and local carrier management. (b) Task Leader. Indicates this category may serve as a task leader on one or more task orders. Management experience will be required since the category qualifications do not require managerial experience. Task leaders must have supervisory or project leader experience. This experience is not in addition to the experience requirements for the skill category. Project leader experience is experience that demonstrates an individual's ability to accomplish projects/tasks through others. (2) Functional Responsibility. Responsible for the design and implementation of LAN/WAN's using hub and router technology. Performs hardware/software analyses to provide comparative data of performance characteristics and suitability within the existing systems environment. Prepares trade-off studies and evaluations for vendor equipment. Generates network monitoring/performance reports for LAN/WAN utilization studies. Recommends network design changes/enhancements for improved system availability and performance. (3) Education and Other Requirements. A Bachelor of Science degree from an accredited college or university.

D5: SYSTEMS ENGINEER (1) Experience Requirements. (a) Total Experience. Four (4) years of intensive and progressive specific experience in planning, designing and analyzing telecommunications networks. This experience must have demonstrated knowledge of Ethernet, FDDI and a working knowledge of operating systems and protocols such as Novell, NT, UNIX, VINES, SNA and TCP/IP. Must have experience with network analysis/management tools and techniques and be familiar with PC's in a client server environment. Must be familiar with IT and long distance and local carrier management. (2) Functional Responsibility. Assists in the design and implementation of LAN/WAN's using hub and router technology. Performs hardware/software analyses to provide comparative data of performance characteristics and suitability within the existing systems environment. Prepares trade-off studies and evaluations for vendor equipment. Assists in generating network monitoring and performance reports for LAN/WAN utilization studies. Recommends network design changes/enhancements for improved system availability and performance. (3) Education and other requirements. A Bachelor of Science degree from an accredited college or university.

D6: JUNIOR ENGINEER (1) Experience Requirements. (a) Total Experience. None required. Entry-level position. (2) Functional Responsibility. Duties are performed under the direct guidance of a senior

engineer. Assists in the design and implementation of LAN/WAN's using hub and router technology. Performs hardware/software analyses to provide comparative data of performance characteristics and suitability within the existing systems environment. Prepares trade-off studies and evaluations for vendor equipment. Assists in generating network monitoring and performance reports for LAN/WAN utilization studies. Recommends network design changes/enhancements for improved system availability and performance. (3) Education and Other Requirements. A Bachelor of Science degree from an accredited college or university.

E1: NETWORK MANAGER (1) Experience Requirements. (a) Total Experience. Five (5) years experience in one or more of the following areas: data communications engineering, data communications hardware or software analysis, network administration or management, or data communication equipment installation and maintenance. (b) Task Leader. Indicates this category may serve as a task leader on one or more task orders. Management experience will be required since the category qualifications do not require managerial experience. Task leaders must have supervisory or project leader experience. This experience is not in addition to the experience requirements for the skill category. Project leader experience is experience that demonstrates an individual's ability to accomplish projects/tasks through others. (2) Functional Responsibility. Performs a variety of network management functions in support of MIS services related to the operation, performance or availability of data communications networks. Modifies command language programs, network start up files, assigns/re-assigns network device logicals, analyzes network performance and recommends adjustments to wide variety of complex network management functions with responsibility for overall performance and availability of networks. LAN/WAN consultant skilled in network analysis, integration and tuning. Experience with cable/LAN meters, protocol analyzers, SNMP and RMON based software products. Knowledge of Ethernet, FDDI and high speed WAN's and routers. Analyze client LAN's/WAN's, isolate source of problems, recommend reconfiguration and implementation of new network hardware to increase performance. Working knowledge of network operating systems. Modifies command language programs, network start up files, assigns/re-assigns network device logicals. Conducts load balancing efforts to achieve optimum device utilization and network performance. Manages network E-mail functions. Establishes mail boxes and monitors mail performance on the network. Coordinates with engineering groups to resolve hardware problems. Works with customer and operations staff in scheduling preventative and emergency maintenance activities. May serve as task leader on one or more task orders. (3) Education and Other Requirements. A Bachelor of Science degree from an accredited college or university.

E2: NETWORK ADMINISTRATOR (1) Experience Requirements. (a) Total Experience. Three (3) years experience in one or more of the following areas: data communications engineering, data communications hardware or software analysis, network administration or management, data communication equipment installation and maintenance, or computer systems administration and management. (2) Functional Responsibility. Performs a variety of network management functions related to the operation, performance or availability of data communications networks. Experience with cable/LAN meters, protocol analyzers, SNMP and RMON based software products. Knowledge of Ethernet, FDDI and high speed WAN's and routers. Analyze client LAN's/WAN's, isolate source of problems, recommend reconfiguration and implementation of new network hardware to increase performance. Working knowledge of network operating systems. Modifies command language programs, network start up files, assigns/re-assigns network device logicals, participates in load balancing efforts throughout the network to achieve optimum device utilization and performance. Establishes new user accounts on the network granting access to required network files and programs. Manages network E-mail functions. Establishes mail boxes and monitors mail performance on the network. Troubleshoots network/user problems, presents resolutions for implementation. Prepares a variety of network resource reports. (3) Education and Other Requirements. An Associate's degree from an accredited college or university.

E3: SENIOR NETWORK JOURNEYMAN (1) Experience Requirements. (a) Total Experience. Four (4) years experience in one or more of the following areas: data communications engineering, data communications hardware or software analysis, network administration or management, or data communication equipment installation and maintenance. (2) Functional Responsibility. Perform in one or more of the following areas: data communications engineering, data communications hardware or software analysis, network administration or management, or data communication equipment installation and

maintenance. a wide variety of network management functions to include design, install, test, maintain, debug, modify and operate LAN/WAN. Troubleshoot and make necessary adjustments in network operating system, software and hardware. Provide hands-on assistance in resolving operating problems. Maintain distributed processing databases on system. (3) Education and Other Requirements. An Associate's degree from an accredited college or university.

H1: HIPAA MANAGER (1) Experience requirements. (a) Total Experience. Eight (8) years of progressive experience in the development of systems in a broad-based information technology (IT) settings involving the use of contemporary tools and techniques for information systems development. Four (4) years experience in managing HIPAA Projects in broad-based information technology (IT) settings involving the use of contemporary tools and techniques for assessment and implementation management. (b) Specialized Experience. Two (2) years of specific experience in assessing organizations for HIPAA compliance and two years experience in managing HIPAA implementation efforts from inception to deployment, demonstrated ability to provide guidance and direction in tasks of varying levels of size and scope of effort, proven expertise in the management and control of funds and resources, demonstrated capability in managing multi-task contracts of this type and complexity envisioned for this schedule. (2) Functional Responsibility. Serves as the Project Manager for a large, complex task order (or a group of task orders affecting the same common/standard/migration system) and shall assist the Program Manager in working with the Client's authorized representative, the task order-level Manager, Client management personnel, and Client agency representatives. Under the guidance of the Program Manager, responsible for the overall management of the specific task order(s) and ensuring that the technical solutions and schedules in the task order are implemented in a timely manner. Performs enterprise wide horizontal integration planning and interfaces to other functional systems. Plans and supervises multiple projects and/or task orders involving complex information systems software development. (3) Education and other requirements. A Bachelor of Science degree from an accredited college or university.

H2: HIPAA PRIVACY OFFICER (1) Experience requirements. (a) Total Experience. Seven (7) years experience in providing expert services and leadership in specialized technical areas. Provides expertise on an as needed basis to all task assignments while coordinating with team members to ensure the problem has been properly defined and that the solution satisfies requirements. Possesses requisite knowledge and expertise so recognized in the professional community that the Client is able to qualify the individual as an expert in the field for a specific Task Assignment. Demonstrates exceptional oral and written communications skills. (b) Specialized Experience. Two (2) years of specific experience in assessing organizations for HIPAA Privacy compliance and two (2) years experience in supporting HIPAA Privacy implementation efforts, demonstrated ability to provide guidance and direction in tasks of varying levels of size and scope of effort, proven expertise in the management and control of funds and resources, demonstrated capability in managing multi-task contracts of this type and complexity envisioned for this schedule. (2) Functional Responsibility. Under the guidance of the Project Manager, responsible for the overall review, recommendation development, and implementation of actions required to ensure compliance with HIPAA Privacy laws, and ensuring that the technical solutions and schedules in the task order are implemented in a timely manner. (3) Education and other requirements. A Bachelor of Science degree from an accredited college or university.

H3: HIPAA PRIVACY ANALYST. (1) Experience requirements. (a) Total Experience. Five (5) years experience in providing expert services in specialized technical areas. Provides expertise on an as needed basis to all task assignments while coordinating with team members to ensure the problem has been properly defined and that the solution satisfies requirements. Demonstrates exceptional oral and written communications skills. (b) Specialized Experience. Two (2) years of specific experience in assessing organizations for HIPAA Privacy compliance and one (1) year experience in supporting HIPAA Privacy implementation efforts. (2) Functional Responsibility. Under the guidance of the Project Manager and HIPAA Privacy Officer, responsible for supporting the overall review, recommendation development, and implementation of actions required to ensure compliance with HIPAA Privacy laws, and ensuring that the technical solutions and schedules in the task order are implemented in a timely manner. (3) Education and other requirements. A Bachelor of Science degree or an Associate degree from an accredited College or University and/or comparable experience.

H4: HIPAA SECURITY OFFICER (1) Experience requirements. (a) Total Experience. Seven (7) years experience in providing expert services and leadership in specialized technical areas. Provides expertise on an as needed basis to all task assignments while coordinating with team members to ensure the problem has been properly defined and that the solution satisfies requirements. Possesses requisite knowledge and expertise so recognized in the professional community that the Client is able to qualify the individual as an expert in the field for a specific Task Assignment. Demonstrates exceptional oral and written communications skills. (b) Specialized Experience. Two (2) years of specific experience in assessing organizations for HIPAA Security compliance and two (2) years experience in supporting HIPAA Security implementation efforts, demonstrated ability to provide guidance and direction in tasks of varying levels of size and scope of effort, proven expertise in the management and control of funds and resources, demonstrated capability in managing multi-task contracts of this type and complexity envisioned for this schedule. (2) Functional Responsibility. Under the guidance of the Project Manager, responsible for the overall review, recommendation development, and implementation of actions required to ensure compliance with HIPAA Security laws, and ensuring that the technical solutions and schedules in the task order are implemented in a timely manner. (3) Education and other requirements. A Bachelor of Science degree from an accredited college or university.

H5: HIPAA SECURITY ANALYST (1) Experience requirements. (a) Total Experience. Five (5) years experience in providing expert services in specialized technical areas. Provides expertise on an as needed basis to all task assignments while coordinating with team members to ensure the problem has been properly defined and that the solution satisfies requirements. Demonstrates exceptional oral and written communications skills. (b) Specialized Experience. Two (2) years of specific experience in assessing organizations for HIPAA Security compliance and one (1) year experience in supporting HIPAA Security implementation efforts. (2) Functional Responsibility. Under the guidance of the Project Manager and HIPAA Security Officer, responsible for supporting the overall review, recommendation development, and implementation of actions required to ensure compliance with HIPAA Security laws, and ensuring that the technical solutions and schedules in the task order are implemented in a timely manner. (3) Education and other requirements. A Bachelor of Science degree or an Associate degree from an accredited College or University and/or comparable experience.

H6: HIPAA GENERALIST Experience requirements. (a) Total Experience. Six (6) years of progressive experience in systems analysis and computer programming in highly complex and broad-based information technology (IT) settings providing in-depth subject matter expertise and an ability to translate these into system requirements, systems architecture, and research, development and test tasks. In depth experience in the use of contemporary communications systems, computer hardware, relational data base technologies, and high order programming languages. (b) Specialized Experience. Four (4) years of HIPAA experience in the support of Client requirements to conduct HIPAA Assessment to determine compliance with HIPAA laws, developing HIPAA Assessment reports based on the analysis conducted by the on-site Team, and presenting the analysis to the Client in a clear and concise manner with recommendations and rationale for HIPAA implementation. Should have proven expertise in the management and control of funds and resources and demonstrated capability in managing multi-task task orders. Must demonstrate the ability to work independently or under only general direction (2) Functional Responsibility. At a large-scale complex information system or enterprise-wide level, analyze Client HIPAA needs to determine functional and cross-functional requirements. Performs functional allocation to identify required HIPAA tasks and their interrelationships. Applies business process improvement practices to re-engineer methodologies/principles and business process modernization projects. Applies, as appropriate, activity and data modeling, transaction flow analysis, internal control and risk analysis and modern business methods and performance measurement techniques. Constructs sound and logical improvement opportunities consistent with corporate Information Management guiding principles, cost savings, and open system architecture objectives. (3) Education and other requirements. A Bachelor of Science degree from an accredited university.

I1: SENIOR TECHNICAL WRITER (1) Experience Requirements. (a) Total Experience. Five (5) years of technical writing or documentation experience. (b) Specialized Experience. Three (3) years of specialized IT oriented technical documentation experience. (2) Functional Responsibility. Prepares and

edits IT/ADP documentation incorporating information provided by user, specialist, analyst, programmer, and operations personnel. Must have a substantial knowledge of the capabilities of computer systems. Duties include writing, editing, and graphic presentation of technical information for both technical and non-technical personnel. Interprets technical documentation standards and prepares documentation according to standards. Must be capable of working independently. Plans and supervises multiple projects and/or tasks involving a wide range of IT related tasks. (3) Education and Other Requirements. An Bachelor of Science degree from an accredited college or university.

I2: TECHNICAL WRITER (1) Experience Requirements. (a) Total Experience. Three (3) years of technical writing or documentation experience. (b) Specialized Experience. One (1) year of specialized ADP technical documentation experience. (2) Functional Responsibility. Prepares and edits IT/ADP documentation incorporating information provided by user, specialist, analyst, programmer, and operations personnel. Must have a substantial knowledge of the capabilities of computer systems. Duties include writing, editing, and graphic presentation of technical information for both technical and non-technical personnel. Interprets technical documentation standards and prepares documentation according to standards. Must be capable of working independently. This category provides incidental support for other approved requirements. (3) Education and Other Requirements. An Associate's degree from an accredited college or university or two (2) years of college or university.

I3: ADMINISTRATIVE SUPPORT (1) Experience Requirements. Total Experience: Two (2) years of administrative support experience. Functional Responsibility. Provides administrative-type support to technical and management-level personnel. This includes, but is not limited to, documentation planning and support, project administration, general office support, executive secretarial support human resource planning, event planning and administration, office relocation planning, etc. (3) Principal Duties and Responsibilities. Specializes in coordinating and planning office administration and support. Reports directly to a client, usually at the client location, to support its operations as required. Understands and provides documentation planning and support, project administration, general office support , executive secretarial support, human resource planning, event planning and administration, office relocation planning, etc. required in changing office environments. May perform other duties as assigned. (4) Education and Other Requirements. High School Diploma or G.E.D. or other equivalent degree program.

J1: DATA WAREHOUSE SPECIALIST (1) Experience requirements. (a) Total experience. Four (4) years of progressive experience working as a data warehouse developer. (b) Specialized experience. Two (2) years working on large-scale database management systems, knowledge of computer equipment and the ability to develop complex software to satisfy design objectives. Possesses requisite knowledge and expertise to be recognized as a specialist in the data warehouse field. (2) Functional Responsibility. Analyzes functional business applications and design specifications for functional activities. Develops block diagrams and logic flow charts. Translates detailed design into computer software. Prepares required documentation, including both program-level and user-level documentation. Demonstrated ability to work independently with minimum supervision. (3) Education and other requirements. A Bachelors of Science degree from an accredited college or university.

J2: SENIOR DATA WAREHOUSE SPECIALIST (1) Experience requirements. (a) Total experience. Six (6) years of progressive experience working as a data warehouse developer. (b) Specialized experience. Four (4) years working within a multidimensional database on large-scale database management systems, knowledge of OnLine Analytical Processing (OLAP) tools and the ability to develop complex software to satisfy design objectives. Possesses requisite knowledge and expertise to be recognized as a specialist in the data warehouse field. (2) Functional Responsibility. Analyzes and develops functional business applications and design specifications for functional activities. Tests, debugs, and refines the computer software to produce the required product. Enhances software to reduce operation time or improve efficiency. Analyzes user interfaces, maintains hardware and software performance tuning, analyzes workload and computer usage, maintains interfaces with outside systems, and proposes modifications, and upgrades. Demonstrated ability to work independently with minimum supervision. (3) Education and other requirements. A Bachelors of Science degree from an accredited college or university.

J3: PRINCIPAL DATA WAREHOUSE SPECIALIST (1) Experience requirements. (a) Total experience. Eight (8) years of progressive experience working as a data warehouse developer/administrator. (b) Specialized experience. Six (6) years working within enterprise data warehouse projects with reference to system design and management. Excellent skills in interpreting complex user requirements for translation into specific specifications for enterprise applications. Possesses requisite knowledge and expertise to be recognized as a manager in the data warehouse field. (2) Functional Responsibility. Applies an enterprise-wide set of data warehouse disciplines for the planning, analysis, data refinement, design, and construction of information systems on an enterprise-wide basis or across a major sector of the enterprise. Develops analytical and computational techniques and methodology for problem solutions. Performs enterprise wide strategic planning, business information planning, business and analysis. Provides daily supervision and direction to organization. (3) Education and other requirements. A Bachelors of Science degree from an accredited college or university.

K1: TEST MANAGER (1) Experience requirements. (a) Total Experience. Seven (7) years of progressive experience in the development and testing of systems in broad-based information technology (IT) settings involving the use of Level 2/3 processes associated with the Software Engineering Institute (SEI) Capability Maturity Model (CMM) and CMM-Integrated (CMMI). (b) Specialized Experience. Four (4) years of specific experience in project development from inception to deployment, demonstrated ability to provide guidance and direction in tasks of varying levels of size and scope effort, proven expertise in the management and control of funds and resources, demonstrated capability in managing multi-task contracts of this type and complexity envisioned for this schedule. (2) Functional Responsibility. Serves as the contractor's single program manager for a large, complex task order (or group of task orders affecting the same common/standard/migration system), and shall be the contractor's authorized interface with the Government authorized representative, government management personnel and customer agency representatives. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel and communicating policies, purposes, and goals of the organization to subordinates. Shall be responsible for the overall contractor's performance. Plans and supervises multiple projects an/ or task orders involving complex information systems software development. (3) Education and other requirements. A Bachelor of Science Degree from an accredited College or University.

K2: SENIOR TEST ENGINEER (1) Experience requirements. (a) Total Experience. Six (6) years experience in developing test plans, procedures and performing test on complex software applications involving the use of Level 2/3 processes associated with the Software Engineering Institute (SEI) Capability Maturity Model (CMM) and CMM-Integrated (CMMI). (b) Specialized Experience. Three (3) years of specific experience in project development from inception to deployment, demonstrated ability to provide guidance and direction in tasks of varying levels of size and scope effort, proven expertise in the management and control of funds and resources, demonstrated capability in managing multi-task contracts of this type and complexity envisioned for this schedule. Experience includes the development of test simulators or simulators as required to test the product to meet AIS and client/customer requirements. Functional Responsibility: These individuals are fully responsible for developing test plans, procedures and test environments to completely test and validate software applications based on software requirements. These engineers also demonstrate test closure through tracability from systems requirements to test completion. Minimum Education: A Bachelor of Science Degree from an accredited College or University and/or comparable experience.

K3: TEST ENGINEER (1) Experience Requirements. (a) Total Experience. Two (2) years experience in developing test plans, procedures and performing test on complex software applications involving the use of Level 2 processes associated with the Software Engineering Institute (SEI) Capability Maturity Model (CMM) and CMM-Integrated (CMMI). (b) Specialized Experience. Experience includes the development of test stimulators or simulators as required to test the product to meet AIS and client/customer requirements. Functional Responsibility: These individuals are fully responsible for developing test plans, procedures and test environments to completely test and validate software applications based on software requirements. Minimum Education: A Bachelor of Science degree in Computer Science or other related field or an Associate degree from an accredited College or University and/or comparable experience.

L1: SENIOR QUALITY ASSURANCE ANALYST (1) Experience requirements. (a) Total Experience. Seven (7) years of progressive experience in logistics, engineering and/or system analysis and programming experience involving the use of Level 2/3 processes associated with the Software Engineering Institute (SEI) Capability Maturity Model (CMM) and CMM-Integrated (CMMI). (b) Specialized Experience. Five (5) years of specific experience in quality assurance, quality control, and configuration management, verification and validation, system testing and integration, metrics and their application to systems quality assessment. Establish and maintain a process for evaluating software and associated documentation. Determine the resources required for quality control. Monitors the level of quality throughout the software life cycle. Provides supervision and direction to support staff, as required. (2) Functional Responsibility. Responsible for most technical and complex quality control testing of complex computer systems. Manages the development of new methods and procedures. (3) Education and other requirements. A Bachelor of Science Degree from an accredited College or University.

L2: QUALITY ASSURANCE MANAGER (1) Experience Requirements. (a) Total Experience. Five (5) years of progressive experience in logistics, engineering and/or system analysis and programming experience involving the use of Level 2/3 processes associated with the Software Engineering Institute (SEI) Capability Maturity Model (CMM) and CMM-Integrated (CMMI). (b) Specialized Experience. Four (4) years of specific experience in quality assurance, quality control, and configuration management, verification and validation, system testing and integration, metrics and their application to systems quality assessment. (2) Functional Responsibility. Responsible for most technical and complex quality control testing. Establish and maintain a process for evaluating software and associated documentation. Determine the resources required for quality control. Maintain the level of quality throughout the software life cycle. Conduct formal and informal reviews at predetermined points throughout the development life cycle. Prepares milestone status reports and deliveries/presentations on the system concept to colleagues, subordinates, and end user representatives. Provide daily supervision and direction to support staff. (3) Education and other requirements. A Bachelor of Science Degree from an accredited College or University.

L3: QUALITY ASSURANCE ANALYST (1) Experience Requirements. (a) Total Experience. Three (3) years of progressive experience in logistics, engineering and/or system analysis and programming experience involving the use of Level 2 processes associated with the Software Engineering Institute (SEI) Capability Maturity Model (CMM) and CMM-Integrated (CMMI). (b) Specialized Experience. Three (3) years of specific experience in quality assurance, quality control, and configuration management, verification and validation, system testing and integration, metrics and their application to systems quality assessment. Analyzes and designs business applications on complex systems for large scale computers, data base management, use of the programming languages such as Ada base, COBOL, 4GL, and/or RDBMS. Knowledge of current storage and retrieval methods and demonstrated ability to formulate specifications for computer programmers to use in coding, testing, and debugging of computer programs. (2) Functional Responsibility. Responsible for the evaluation of software and associated documentation. (3) Education and other requirements. A Bachelor of Science degree from an accredited College or University.

M1: CONFIGURATION MANAGEMENT MANAGER (1) Experience requirements. (a) Total Experience. Seven (7) years of experience in increasing levels of responsibility in the configuration/data management discipline for software and/or hardware. Must be familiar with the principles of accounting for, and reporting on, configuration status. Supports the development of configuration management plans, procedures and audits. Knowledge of standards, practices, and procedures for configuration management in both the commercial and government sectors. (b) Specialized Experience. Eight (8) years of experience in increasing levels of responsibility in the configuration management discipline for software and/or hardware. Full understanding of disaster recovery and business continuity assessments and implementation. (2) functional Responsibility. Develops configuration management requirements, tracking, testing, review, and implementation of standards to ensure software and/or hardware conform to standards developed. Provides high level configuration management expertise to development and fielding efforts for complex and major systems in various operating environments. Will also direct the activities of lower-level support personnel, as necessary. Responsible for identification and enforcement of configuration standards and regulations. (3) Education and other requirements. A Bachelor of Science Degree from an accredited College or University.

M2: CONFIGURATION MANAGEMENT ANALYST (1) Experience requirements. (a) Total Experience. Five (5) years of experience in increasing levels of responsibility in the configuration/data management discipline for software and/or hardware. Knowledge of standards, practices, and procedures for configuration management in both the commercial and government sectors. (b) Specialized Experience. Six (6) years of experience in increasing levels of responsibility in the configuration management discipline for software and/or hardware. Full understanding of disaster recovery and business continuity assessments and implementation. (2) Functional Responsibility. Defines configuration management requirements for application to systems under development and fielding in multiple operating and employment environments. Researches standards, practices, procedures, and implementation requirements for application to systems under consideration. Supports development team efforts and tracking of configuration items throughout the life cycle for specific items required by policy and or standards. (3) Education and other requirements. A Bachelor of Science Degree in Engineering, Information Systems, or a related field from an accredited College or University.

M3: CONFIGURATION MANAGEMENT TECHNICIAN (1) Experience requirements. (a) Total Experience. Three (3) years of experience in the configuration management discipline for software and/or hardware. (b) Specialized Experience. Two (2) years of experience in the configuration management discipline for software and/or hardware. (2) Functional Responsibility. Performs work in one or more specialty areas of configuration management, data management, or engineering data. Verifies the completeness and accuracy of release libraries before implementation and ensures that correct versions of programs are included in specified releases. Implements configuration management plans and procedures. Responsible for configuration management of requirements, design, and code. Operates and manages program support library. Monitors library structure and procedures to assure system integrity, including procedures for collection, release, production, test, and emergency libraries and the movement/migration of components between libraries. Implements end-item acceptance plans. (3) Education and other requirements. An Associates Degree from an accredited College or University, or four years experience in the Configuration Management discipline for software and/or hardware.

18. RATE TABLES

SOFTWARE ENGINEERING SERVICES CORPORATION		
SKILL CATEGORY DESCRIPTIONS AND QUALIFICATIONS		
		2007
SEQ.	LABOR CATEGORY	GOVERNMENT
		SITE
A.	MANAGEMENT AND TECHNOLOGY SERIES	
	MANAGEMENT (A1 - A5)	
A1.	Program Manager	\$127.52
A2.	Project Manager	\$104.33
A3.	Software Development Manager	\$98.54
A4.	Operations and Support Manager	\$98.54
A5.	Management Information Systems (MIS) Project Manager	\$104.33
	TECHNOLOGY (A-6 - A-12)	
A6.	Senior Technologist	\$110.13
A7.	Principal Technologist	\$104.34
A8.	Director of Technology	\$115.92
A9.	Senior Technical Professional	\$110.28
A10.	Technical Professional	\$92.74
A11.	Staff Technical Professional	\$81.15
A12.	Senior Project Administrator	\$86.94
B.	SYSTEMS AND PROGRAMMING SERIES	
B1.	Principal Functional Analyst	\$104.34
B2.	Senior Functional Analyst	\$98.54
B3.	Functional Analyst	\$75.35
B4.	Senior Consultant	\$115.92
B5.	Principal Business Process Reengineering Specialist	\$92.74
B6.	Senior Business Process Reengineering Specialist	\$86.94
B7.	Scientific System Analyst	\$92.74
B8.	Senior Systems Analyst	\$98.54
B9.	Systems Analyst	\$81.15
B10.	Senior Programmer	\$86.94
B11.	Programmer	\$81.15
B12.	Senior Web Page Programmer	\$86.94
B13.	Web Site Engineer	\$81.15

SOFTWARE ENGINEERING SERVICES CORPORATION		
SKILL CATEGORY DESCRIPTIONS AND QUALIFICATIONS		
		2007
SEQ.	LABOR CATEGORY	GOVERNMENT
		SITE
C.	TRAINING SERIES	
C1.	Training Supervisor	\$81.15
C2.	Training Developer	\$75.35
C3.	Trainer	\$75.35
D.	ENGINEERING SERIES	
D1.	Information Engineer	\$86.95
D2.	Senior Applications Engineer	\$86.95
D3.	Applications Engineer	\$81.15
D4.	Senior Systems Engineer	\$98.54
D5.	Systems Engineer	\$75.35
D6.	Junior Engineer	\$69.56
E.	NETWORK SERIES	
E1.	Network Manager	\$86.95
E2.	Network Administrator	\$81.15
E3.	Senior Network Journeyman	\$81.15
H.	HIPAA SERIES	
H1.	HIPAA Manager	\$106.92
H2.	Privacy Officer	\$101.29
H3.	Privacy Analyst	\$84.41
H4.	Security Officer	\$101.29
H5.	Security Analyst	\$84.41
H6.	HIPAA Generalist	\$90.04
I.	SUPPORT SERIES	
I1.	Senior Technical Writer	\$81.15
I2.	Technical Writer	\$69.56
I3.	Administrative Support	\$34.78
J.	DATA WAREHOUSE SERIES	
J1.	Data Warehouse Specialist	\$98.54
J2.	Senior Data Warehouse Specialist	\$110.13
J3.	Principal Data Warehouse Specialist	\$121.72

SOFTWARE ENGINEERING SERVICES CORPORATION		
SKILL CATEGORY DESCRIPTIONS AND QUALIFICATIONS		
		2007
SEQ.	LABOR CATEGORY	GOVERNMENT
		SITE
K.	TEST SERIES	
K1.	Test Manager	\$95.67
K2.	Senior Test Engineer	\$90.04
K3.	Test Engineer	\$84.41
L.	QUALITY ASSURANCE SERIES	
L1.	Quality Assurance Manager	\$95.67
L2.	Senior Quality Assurance Analyst	\$90.04
L3.	Quality Assurance Analyst	\$84.41
M.	CONFIGURATION MANAGEMENT SERIES	
M1.	Configuration Management Manager	\$95.67
M2.	Configuration Management Analyst	\$84.41
M3.	Configuration Management Technician	\$78.78

SOFTWARE ENGINEERING SERVICES CORPORATION		
SKILL CATEGORY DESCRIPTIONS AND QUALIFICATIONS		
		2008
SEQ.	LABOR CATEGORY	GOVERNMENT
		SITE
A.	MANAGEMENT AND TECHNOLOGY SERIES	
	MANAGEMENT (A1 - A5)	
A1.	Program Manager	\$131.98
A2.	Project Manager	\$107.99
A3.	Software Development Manager	\$101.99
A4.	Operations and Support Manager	\$101.99
A5.	Management Information Systems (MIS) Project Manager	\$107.99
	TECHNOLOGY (A-6 - A-12)	
A6.	Senior Technologist	\$113.99
A7.	Principal Technologist	\$107.99
A8.	Director of Technology	\$119.98
A9.	Senior Technical Professional	\$114.14
A10.	Technical Professional	\$95.99
A11.	Staff Technical Professional	\$83.99
A12.	Senior Project Administrator	\$89.98
B.	SYSTEMS AND PROGRAMMING SERIES	
B1.	Principal Functional Analyst	\$107.99
B2.	Senior Functional Analyst	\$101.99
B3.	Functional Analyst	\$77.99
B4.	Senior Consultant	\$119.98
B5.	Principal Business Process Reengineering Specialist	\$95.99
B6.	Senior Business Process Reengineering Specialist	\$89.98
B7.	Scientific System Analyst	\$95.99
B8.	Senior Systems Analyst	\$101.99
B9.	Systems Analyst	\$83.99
B10.	Senior Programmer	\$89.98
B11.	Programmer	\$83.99
B12.	Senior Web Page Programmer	\$89.98
B13.	Web Site Engineer	\$83.99

SOFTWARE ENGINEERING SERVICES CORPORATION		
SKILL CATEGORY DESCRIPTIONS AND QUALIFICATIONS		
		2008
SEQ.	LABOR CATEGORY	GOVERNMENT
		SITE
C.	TRAINING SERIES	
C1.	Training Supervisor	\$83.99
C2.	Training Developer	\$77.99
C3.	Trainer	\$77.99
D.	ENGINEERING SERIES	
D1.	Information Engineer	\$89.99
D2.	Senior Applications Engineer	\$89.99
D3.	Applications Engineer	\$83.99
D4.	Senior Systems Engineer	\$101.99
D5.	Systems Engineer	\$77.99
D6.	Junior Engineer	\$71.99
E.	NETWORK SERIES	
E1.	Network Manager	\$89.99
E2.	Network Administrator	\$83.99
E3.	Senior Network Journeyman	\$83.99
H.	HIPAA SERIES	
H1.	HIPAA Manager	\$110.67
H2.	Privacy Officer	\$104.84
H3.	Privacy Analyst	\$87.37
H4.	Security Officer	\$104.84
H5.	Security Analyst	\$87.37
H6.	HIPAA Generalist	\$93.19
I.	SUPPORT SERIES	
I1.	Senior Technical Writer	\$83.99
I2.	Technical Writer	\$71.99
I3.	Administrative Support	\$36.00
J.	DATA WAREHOUSE SERIES	
J1.	Data Warehouse Specialist	\$101.99
J2.	Senior Data Warehouse Specialist	\$113.99
J3.	Principal Data Warehouse Specialist	\$125.98

SOFTWARE ENGINEERING SERVICES CORPORATION		
SKILL CATEGORY DESCRIPTIONS AND QUALIFICATIONS		
		2008
SEQ.	LABOR CATEGORY	GOVERNMENT
		SITE
K.	TEST SERIES	
K1.	Test Manager	\$99.02
K2.	Senior Test Engineer	\$93.19
K3.	Test Engineer	\$87.37
L.	QUALITY ASSURANCE SERIES	
L1.	Quality Assurance Manager	\$99.02
L2.	Senior Quality Assurance Analyst	\$93.19
L3.	Quality Assurance Analyst	\$87.37
M.	CONFIGURATION MANAGEMENT SERIES	
M1.	Configuration Management Manager	\$99.02
M2.	Configuration Management Analyst	\$87.37
M3.	Configuration Management Technician	\$81.54

SOFTWARE ENGINEERING SERVICES CORPORATION		
SKILL CATEGORY DESCRIPTIONS AND QUALIFICATIONS		
		2009
SEQ.	LABOR CATEGORY	GOVERNMENT
		SITE
A.	MANAGEMENT AND TECHNOLOGY SERIES	
	MANAGEMENT (A1 - A5)	
A1.	Program Manager	\$136.60
A2.	Project Manager	\$111.77
A3.	Software Development Manager	\$105.56
A4.	Operations and Support Manager	\$105.56
A5.	Management Information Systems (MIS) Project Manager	\$111.77
	TECHNOLOGY (A-6 - A-12)	
A6.	Senior Technologist	\$117.98
A7.	Principal Technologist	\$111.77
A8.	Director of Technology	\$124.18
A9.	Senior Technical Professional	\$118.13
A10.	Technical Professional	\$99.35
A11.	Staff Technical Professional	\$86.93
A12.	Senior Project Administrator	\$93.13
B.	SYSTEMS AND PROGRAMMING SERIES	
B1.	Principal Functional Analyst	\$111.77
B2.	Senior Functional Analyst	\$105.56
B3.	Functional Analyst	\$80.72
B4.	Senior Consultant	\$124.18
B5.	Principal Business Process Reengineering Specialist	\$99.35
B6.	Senior Business Process Reengineering Specialist	\$93.13
B7.	Scientific System Analyst	\$99.35
B8.	Senior Systems Analyst	\$105.56
B9.	Systems Analyst	\$86.93
B10.	Senior Programmer	\$93.13
B11.	Programmer	\$86.93
B12.	Senior Web Page Programmer	\$93.13
B13.	Web Site Engineer	\$86.93

SOFTWARE ENGINEERING SERVICES CORPORATION		
SKILL CATEGORY DESCRIPTIONS AND QUALIFICATIONS		
		2009
SEQ.	LABOR CATEGORY	GOVERNMENT
		SITE
C.	TRAINING SERIES	
C1.	Training Supervisor	\$86.93
C2.	Training Developer	\$80.72
C3.	Trainer	\$80.72
D.	ENGINEERING SERIES	
D1.	Information Engineer	\$93.14
D2.	Senior Applications Engineer	\$93.14
D3.	Applications Engineer	\$86.93
D4.	Senior Systems Engineer	\$105.56
D5.	Systems Engineer	\$80.72
D6.	Junior Engineer	\$74.51
E.	NETWORK SERIES	
E1.	Network Manager	\$93.14
E2.	Network Administrator	\$86.93
E3.	Senior Network Journeyman	\$86.93
H.	HIPAA SERIES	
H1.	HIPAA Manager	\$114.54
H2.	Privacy Officer	\$108.50
H3.	Privacy Analyst	\$90.43
H4.	Security Officer	\$108.50
H5.	Security Analyst	\$90.43
H6.	HIPAA Generalist	\$96.45
		\$0.00
I.	SUPPORT SERIES	\$0.00
I1.	Senior Technical Writer	\$86.93
I2.	Technical Writer	\$74.51
I3.	Administrative Support	\$37.26
J.	DATA WAREHOUSE SERIES	
J1.	Data Warehouse Specialist	\$105.56
J2.	Senior Data Warehouse Specialist	\$117.98
J3.	Principal Data Warehouse Specialist	\$130.39

SOFTWARE ENGINEERING SERVICES CORPORATION		
SKILL CATEGORY DESCRIPTIONS AND QUALIFICATIONS		
		2009
SEQ.	LABOR CATEGORY	GOVERNMENT
		SITE
K.	TEST SERIES	
K1.	Test Manager	\$102.48
K2.	Senior Test Engineer	\$96.45
K3.	Test Engineer	\$90.43
L.	QUALITY ASSURANCE SERIES	
L1.	Quality Assurance Manager	\$102.48
L2.	Senior Quality Assurance Analyst	\$96.45
L3.	Quality Assurance Analyst	\$90.43
M.	CONFIGURATION MANAGEMENT SERIES	
M1.	Configuration Management Manager	\$102.48
M2.	Configuration Management Analyst	\$90.43
M3.	Configuration Management Technician	\$84.39

SOFTWARE ENGINEERING SERVICES CORPORATION		
SKILL CATEGORY DESCRIPTIONS AND QUALIFICATIONS		
		2010
SEQ.	LABOR CATEGORY	GOVERNMENT
		SITE
A.	MANAGEMENT AND TECHNOLOGY SERIES	
	MANAGEMENT (A1 - A5)	
A1.	Program Manager	\$141.38
A2.	Project Manager	\$115.68
A3.	Software Development Manager	\$109.25
A4.	Operations and Support Manager	\$109.25
A5.	Management Information Systems (MIS) Project Manager	\$115.68
	TECHNOLOGY (A-6 - A-12)	
A6.	Senior Technologist	\$122.10
A7.	Principal Technologist	\$115.68
A8.	Director of Technology	\$128.52
A9.	Senior Technical Professional	\$122.27
A10.	Technical Professional	\$102.82
A11.	Staff Technical Professional	\$89.97
A12.	Senior Project Administrator	\$96.39
	B. SYSTEMS AND PROGRAMMING SERIES	
B1.	Principal Functional Analyst	\$115.68
B2.	Senior Functional Analyst	\$109.25
B3.	Functional Analyst	\$83.55
B4.	Senior Consultant	\$128.52
B5.	Principal Business Process Reengineering Specialist	\$102.82
B6.	Senior Business Process Reengineering Specialist	\$96.39
B7.	Scientific System Analyst	\$102.82
B8.	Senior Systems Analyst	\$109.25
B9.	Systems Analyst	\$89.97
B10.	Senior Programmer	\$96.39
B11.	Programmer	\$89.97
B12.	Senior Web Page Programmer	\$96.39
B13.	Web Site Engineer	\$89.97

SOFTWARE ENGINEERING SERVICES CORPORATION		
SKILL CATEGORY DESCRIPTIONS AND QUALIFICATIONS		
		2010
SEQ.	LABOR CATEGORY	GOVERNMENT
		SITE
C.	TRAINING SERIES	
C1.	Training Supervisor	\$89.97
C2.	Training Developer	\$83.55
C3.	Trainer	\$83.55
D.	ENGINEERING SERIES	
D1.	Information Engineer	\$96.40
D2.	Senior Applications Engineer	\$96.40
D3.	Applications Engineer	\$89.97
D4.	Senior Systems Engineer	\$109.25
D5.	Systems Engineer	\$83.55
D6.	Junior Engineer	\$77.12
E.	NETWORK SERIES	
E1.	Network Manager	\$96.40
E2.	Network Administrator	\$89.97
E3.	Senior Network Journeyman	\$89.97
H.	HIPAA SERIES	
H1.	HIPAA Manager	\$118.55
H2.	Privacy Officer	\$112.30
H3.	Privacy Analyst	\$93.59
H4.	Security Officer	\$112.30
H5.	Security Analyst	\$93.59
H6.	HIPAA Generalist	\$99.83
		\$0.00
I.	SUPPORT SERIES	\$0.00
I1.	Senior Technical Writer	\$89.97
I2.	Technical Writer	\$77.12
I3.	Administrative Support	\$38.56
J.	DATA WAREHOUSE SERIES	
J1.	Data Warehouse Specialist	\$109.25
J2.	Senior Data Warehouse Specialist	\$122.10
J3.	Principal Data Warehouse Specialist	\$134.96

SOFTWARE ENGINEERING SERVICES CORPORATION		
SKILL CATEGORY DESCRIPTIONS AND QUALIFICATIONS		
		2010
SEQ.	LABOR CATEGORY	GOVERNMENT
		SITE
K.	TEST SERIES	
K1.	Test Manager	\$106.07
K2.	Senior Test Engineer	\$99.83
K3.	Test Engineer	\$93.59
L.	QUALITY ASSURANCE SERIES	
L1.	Quality Assurance Manager	\$106.07
L2.	Senior Quality Assurance Analyst	\$99.83
L3.	Quality Assurance Analyst	\$93.59
M.	CONFIGURATION MANAGEMENT SERIES	
M1.	Configuration Management Manager	\$106.07
M2.	Configuration Management Analyst	\$93.59
M3.	Configuration Management Technician	\$87.34

SOFTWARE ENGINEERING SERVICES CORPORATION		
SKILL CATEGORY DESCRIPTIONS AND QUALIFICATIONS		
		2011
SEQ.	LABOR CATEGORY	GOVERNMENT
		SITE
A.	MANAGEMENT AND TECHNOLOGY SERIES	
	MANAGEMENT (A1 - A5)	
A1.	Program Manager	\$146.33
A2.	Project Manager	\$119.73
A3.	Software Development Manager	\$113.07
A4.	Operations and Support Manager	\$113.07
A5.	Management Information Systems (MIS) Project Manager	\$119.73
	TECHNOLOGY (A-6 - A-12)	
A6.	Senior Technologist	\$126.38
A7.	Principal Technologist	\$119.73
A8.	Director of Technology	\$133.02
A9.	Senior Technical Professional	\$126.55
A10.	Technical Professional	\$106.42
A11.	Staff Technical Professional	\$93.12
A12.	Senior Project Administrator	\$99.77
	B. SYSTEMS AND PROGRAMMING SERIES	
B1.	Principal Functional Analyst	\$119.73
B2.	Senior Functional Analyst	\$113.07
B3.	Functional Analyst	\$86.47
B4.	Senior Consultant	\$133.02
B5.	Principal Business Process Reengineering Specialist	\$106.42
B6.	Senior Business Process Reengineering Specialist	\$99.77
B7.	Scientific System Analyst	\$106.42
B8.	Senior Systems Analyst	\$113.07
B9.	Systems Analyst	\$93.12
B10.	Senior Programmer	\$99.77
B11.	Programmer	\$93.12
B12.	Senior Web Page Programmer	\$99.77
B13.	Web Site Engineer	\$93.12

SOFTWARE ENGINEERING SERVICES CORPORATION		
SKILL CATEGORY DESCRIPTIONS AND QUALIFICATIONS		
		2011
SEQ.	LABOR CATEGORY	GOVERNMENT
		SITE
C.	TRAINING SERIES	
C1.	Training Supervisor	\$93.12
C2.	Training Developer	\$86.47
C3.	Trainer	\$86.47
D.	ENGINEERING SERIES	
D1.	Information Engineer	\$99.77
D2.	Senior Applications Engineer	\$99.77
D3.	Applications Engineer	\$93.12
D4.	Senior Systems Engineer	\$113.07
D5.	Systems Engineer	\$86.47
D6.	Junior Engineer	\$79.82
E.	NETWORK SERIES	
E1.	Network Manager	\$99.77
E2.	Network Administrator	\$93.12
E3.	Senior Network Journeyman	\$93.12
H.	HIPAA SERIES	
H1.	HIPAA Manager	\$122.70
H2.	Privacy Officer	\$116.23
H3.	Privacy Analyst	\$96.87
H4.	Security Officer	\$116.23
H5.	Security Analyst	\$96.87
H6.	HIPAA Generalist	\$103.32
I.	SUPPORT SERIES	
I1.	Senior Technical Writer	\$93.12
I2.	Technical Writer	\$79.82
I3.	Administrative Support	\$39.91
J.	DATA WAREHOUSE SERIES	
J1.	Data Warehouse Specialist	\$113.07
J2.	Senior Data Warehouse Specialist	\$126.38
J3.	Principal Data Warehouse Specialist	\$139.68

SOFTWARE ENGINEERING SERVICES CORPORATION		
SKILL CATEGORY DESCRIPTIONS AND QUALIFICATIONS		
		2011
SEQ.	LABOR CATEGORY	GOVERNMENT
		SITE
K.	TEST SERIES	
K1.	Test Manager	\$109.78
K2.	Senior Test Engineer	\$103.32
K3.	Test Engineer	\$96.87
L.	QUALITY ASSURANCE SERIES	
L1.	Quality Assurance Manager	\$109.78
L2.	Senior Quality Assurance Analyst	\$103.32
L3.	Quality Assurance Analyst	\$96.87
M.	CONFIGURATION MANAGEMENT SERIES	
M1.	Configuration Management Manager	\$109.78
M2.	Configuration Management Analyst	\$96.87
M3.	Configuration Management Technician	\$90.40

SOFTWARE ENGINEERING SERVICES CORPORATION		
SKILL CATEGORY DESCRIPTIONS AND QUALIFICATIONS		
		2012
SEQ.	LABOR CATEGORY	GOVERNMENT
		SITE
A.	MANAGEMENT AND TECHNOLOGY SERIES	
	MANAGEMENT (A1 - A5)	
A1.	Program Manager	\$151.45
A2.	Project Manager	\$123.92
A3.	Software Development Manager	\$117.03
A4.	Operations and Support Manager	\$117.03
A5.	Management Information Systems (MIS) Project Manager	\$123.92
	TECHNOLOGY (A-6 - A-12)	
A6.	Senior Technologist	\$130.80
A7.	Principal Technologist	\$123.92
A8.	Director of Technology	\$137.68
A9.	Senior Technical Professional	\$130.98
A10.	Technical Professional	\$110.15
A11.	Staff Technical Professional	\$96.38
A12.	Senior Project Administrator	\$103.26
	B. SYSTEMS AND PROGRAMMING SERIES	
B1.	Principal Functional Analyst	\$123.92
B2.	Senior Functional Analyst	\$117.03
B3.	Functional Analyst	\$89.50
B4.	Senior Consultant	\$137.68
B5.	Principal Business Process Reengineering Specialist	\$110.15
B6.	Senior Business Process Reengineering Specialist	\$103.26
B7.	Scientific System Analyst	\$110.15
B8.	Senior Systems Analyst	\$117.03
B9.	Systems Analyst	\$96.38
B10.	Senior Programmer	\$103.26
B11.	Programmer	\$96.38
B12.	Senior Web Page Programmer	\$103.26
B13.	Web Site Engineer	\$96.38

SOFTWARE ENGINEERING SERVICES CORPORATION		
SKILL CATEGORY DESCRIPTIONS AND QUALIFICATIONS		
		2012
SEQ.	LABOR CATEGORY	GOVERNMENT
		SITE
C.	TRAINING SERIES	
C1.	Training Supervisor	\$96.38
C2.	Training Developer	\$89.50
C3.	Trainer	\$89.50
D.	ENGINEERING SERIES	
D1.	Information Engineer	\$103.26
D2.	Senior Applications Engineer	\$103.26
D3.	Applications Engineer	\$96.38
D4.	Senior Systems Engineer	\$117.03
D5.	Systems Engineer	\$89.50
D6.	Junior Engineer	\$82.61
E.	NETWORK SERIES	
E1.	Network Manager	\$103.26
E2.	Network Administrator	\$96.38
E3.	Senior Network Journeyman	\$96.38
H.	HIPAA SERIES	
H1.	HIPAA Manager	\$126.99
H2.	Privacy Officer	\$120.30
H3.	Privacy Analyst	\$100.26
H4.	Security Officer	\$120.30
H5.	Security Analyst	\$100.26
H6.	HIPAA Generalist	\$106.94
I.	SUPPORT SERIES	
I1.	Senior Technical Writer	\$96.38
I2.	Technical Writer	\$82.61
I3.	Administrative Support	\$41.31
J.	DATA WAREHOUSE SERIES	
J1.	Data Warehouse Specialist	\$117.03
J2.	Senior Data Warehouse Specialist	\$130.80
J3.	Principal Data Warehouse Specialist	\$144.57

SOFTWARE ENGINEERING SERVICES CORPORATION		
SKILL CATEGORY DESCRIPTIONS AND QUALIFICATIONS		
		2012
SEQ.	LABOR CATEGORY	GOVERNMENT
		SITE
K.	TEST SERIES	
K1.	Test Manager	\$113.63
K2.	Senior Test Engineer	\$106.94
K3.	Test Engineer	\$100.26
L.	QUALITY ASSURANCE SERIES	
L1.	Quality Assurance Manager	\$113.63
L2.	Senior Quality Assurance Analyst	\$106.94
L3.	Quality Assurance Analyst	\$100.26
M.	CONFIGURATION MANAGEMENT SERIES	
M1.	Configuration Management Manager	\$113.63
M2.	Configuration Management Analyst	\$100.26
M3.	Configuration Management Technician	\$93.57

VI SOFTWARE ENGINEERING SERVICES COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

PREAMBLE

Software Engineering Services provides commercial products and services to the Federal Government. 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 Federal Government contracts. To accelerate potential opportunities please contact (**Software Engineering Services, POC: Sonny Ashford, Telephone Number: (402) 292-8660, E-Mail Address: sashford@sessolutions.com and Fax Number: (402) 292-3271.**

VII SUGGESTED BPA FORMAT

BEST VALUE BLANKET PURCHASE AGREEMENT FEDERAL SUPPLY SCHEDULE

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act (Agency) and **Software Engineering Services** 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 Government that works better and costs less.

Signatures

Agency

Contractor

DATE

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 Agency):

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

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

- (2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

- (3) The Government estimates, but does not guarantee, that the volume of purchases through this agreement will be _____.
- (4) This BPA does not obligate any funds.
- (5) This BPA expires 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.

VIII BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”

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

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

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

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

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

Here is a general outline on how it works:

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