

# **ANALYTIC SERVICES INC.**

Informing decisions that shape the Nation's future.

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

Analytic Services Inc. is a non-profit public research institute providing services to strengthen public institutions by improving their effectiveness and efficiency. Analytic Services Inc. services also revolve around enhancing public safety by helping the nation deal with 21<sup>st</sup> century threats and protecting U.S. Technological leadership by nurturing the science and technology workforce. Analytic Services Inc.'s core business centers around Policy & Doctrine Analysis and Acquisition Decision Support.

Special Item No. 132-51 Information Technology Professional Services

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

FPDS Code D302	IT Systems Development Services
FPDS Code D306	IT Systems Analysis Services
FPDS Code D308	Programming Services
FPDS Code D308	Millennium Conversion Services (Y2K)
FPDS Code D311	IT Data Conversion Services
FPDS Code D316	IT Network Management Services
FPDS Code D317	Automated News Services, Data Services, or Other Information Svcs
FPDS Code D399	Other Information Technology Services, Not Elsewhere Classified

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

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

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

**Analytic Services Inc.**  
2900 South Quincy Street, Suite 800  
Arlington, Virginia 22206-2265  
(703) 416-2000  
[www.anser.org](http://www.anser.org)

Contract Number: **GS-35F-4593G**  
Period Covered by Contract: **July 23, 2008 – July 22, 2012**

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/>

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## **INFORMATION FOR ORDERING OFFICES**

### **SPECIAL NOTICE TO AGENCIES**

#### **Small Business Participation**

The Small Business Administration (SBA) strongly supports the participation of small business concerns in the Federal Supply Schedule 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 Schedule and to report accomplishments against these goals.

For orders exceeding the micro-purchase threshold, FAR 8.404 requires agencies to consider the catalogs or pricelists of at least three Schedule Contractors or consider reasonably available information by using the GSA Advantage!™ online shopping service ([www.gsaadvantage.gov/advgsa/main\\_pages/start\\_page.jsp](http://www.gsaadvantage.gov/advgsa/main_pages/start_page.jsp)). The catalogs or pricelists, GSA Advantage!, and the Federal Supply Service homepage ([www.fss.gsa.gov](http://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 to assist in including small businesses, small disadvantaged businesses, and women-owned small businesses among those considered when selecting pricelists for a best-value determination.

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

#### **1. GEOGRAPHIC SCOPE OF CONTRACT/OVERSEAS INSTALLATIONS**

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

The same terms and conditions shall apply to all orders for services within the geographic scope of this contract, except for the following:

- a. The U.S. Government must provide logistics support, as available, in overseas locations in accordance with all applicable U.S. Government regulations to Analytic Services Inc. personnel whose services are exclusively required for the fulfillment of the terms and conditions of the contract.
- b. Foreign living allowances shall apply.

#### **2. CONTRACTOR'S ORDERING AND ADDRESS INFORMATION**

***Mailed orders should be sent to the following address:***  
Analytic Services Inc.

2900 South Quincy  
Street Suite 800  
Arlington, VA 22206

Phone: (703) 416-2000

**Electronic Data Interchange orders should be directed to:**

[rene.govantes@anser.org](mailto:rene.govantes@anser.org) ISA05 Qualifier: 01  
ISA06 Number: 07-781-5736

**Facsimile orders should be directed to:**

Attention: Rene Govantes (703) 416-3022

**Contractor's payment address:**

Analytic Services Inc.  
2900 South Quincy  
Street, Suite 800  
Arlington, VA 22206

Phone: (703) 416-2000

**Government commercial credit cards (including IMPAC and SmartPay) will be accepted for payment. In addition, bank account information for wire transfer payments will be shown on the invoice.**

**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 ORDER FORMS**

Block 9:G. Order/Modification Under Federal Schedule  
Block 16: Contractor Establishment Code (DUNS): 07-781-5736  
Block 30: Type of contractor: Non-profit  
Block 31: Women-owned business: No  
Block 36: Contractor's taxpayer identification number (TIN) 54-0695125

**4a. CAGE CODE: 4A458**

**5. FOB: Destination**

**6. COMMERCIAL DELIVERY SCHEDULE (MULTIPLE AWARD SCHEDULES)**

- a. **Time of Delivery.** The Contractor shall deliver to the destination within the number of calendar days after receipt of order (ARO), as set forth below. Offerors shall insert in the "Time of Delivery (days ARO)" column in the Schedule of items a definite number of calendar days within which delivery will be made. In no case shall the offered delivery time exceed the Contractor's normal commercial practice.

Items or Groups of Items (Special Item Number [SIN] or Nomenclature)	Delivery Time (Days ARO)
132-51	As negotiated between Analytic Services Inc. and the Ordering Agency

- b. **Expedited Delivery Times.** For those items that can be delivered more quickly than the delivery times in 6.a., the offeror is requested to insert below a time (hours or days ARO) that delivery can be made when **expedited delivery** is requested as mutually agreed upon between Analytic Services Inc. and the Ordering Agency on each individual order.

Items or Groups of Items (SIN or Nomenclature)	Expedited Delivery Time (Hours or Days ARO)

- c. **Overnight and 2-Day Delivery Times.** Schedule customers may require overnight or 2-day delivery. The offeror is requested to annotate in its pricelist or by separate attachment the item that can be delivered overnight or within 2 days. Contractors offering such delivery service will be required to state this in the Federal Supply Schedule pricelist details, as mutually agreed upon between Analytic Services Inc. and the customer per the task order.
- d. **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 accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephone 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 timeframe shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

## 7. DISCOUNTS

- a. Prompt payment 0%—N/A days from receipt of invoice or date of acceptance, whichever is later
- b. Quantity
- c. Dollar volume
- d. Government educational institutions
- e. Other—There are no discounts associated with this contract or any order placed hereunder. Prices shown are NET Prices.

**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. EXPORT PACKAGING—not applicable**

**10. MINIMUM DOLLAR VALUE OF ORDERS ISSUED—\$2,500**

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

SIN 132-51—Information Technology (IT) Professional Services

The maximum dollar value is \$500,000

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

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

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

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

Federal departments and agencies acquiring products from this Schedule must comply with the provisions of the Federal Standards Program, as appropriate (reference: National Institute of Standards and Technology Federal Standards Index). Inquiries to determine whether 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 FIPS should not be acquired unless a waiver has been granted in accordance with the applicable FIPS PUB. FIPS PUBS are issued by the U.S. Department of Commerce, National Institute of Standards and Technology, pursuant to the National Security Act. Information concerning their availability and applicability should be obtained from the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, VA 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**

Telecommunication products under this Schedule that do not conform to FED-STDS should not be acquired unless a waiver has been granted in accordance with the applicable FED-STD. FED-STDS is issued by the U.S. Department of Commerce, National Institute of Standards and Technology, pursuant to the 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, phone: (202) 619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning the standards' applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, phone: (301) 975-2833.

### **14. CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2003)**

(a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.

(b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. Travel in performance of a task order will only be reimbursable to the extent authorized by the ordering agency. The Industrial Funding Fee does NOT apply to travel and per diem charges.

(c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.

(d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.

(e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract.

Ordering activities may require agency approval of additions or replacements to key personnel.

(f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.

(g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.

(h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.

(i) Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.

(j) Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.

(k) Overtime: For professional services, the labor rates in the Schedule should not vary by virtue of the Contractor having worked overtime. For services applicable to the Service Contract Act (as identified in the Schedule), the labor rates in the Schedule will vary as governed by labor laws (usually assessed a time and a half of the labor rate).

## **15. CONTRACT ADMINISTRATION FOR ORDERING OFFICES**

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

## **16. GSA ADVANTAGE!**

GSA Advantage! is an online, interactive electronic information and ordering system that provides online 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
- c. Product categories

Agencies can browse GSA Advantage! by accessing the World Wide Web using a browser (for example, NetScape). The Internet address is [www.fss.gsa.gov/](http://www.fss.gsa.gov/).

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

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

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

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

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

- a. For the purpose of this contract, commitments, warranties, and representations include (in addition to those agreed to for the entire schedule contract):
  - (1) Time of delivery or installation quotations for individual orders
  - (2) Technical representations or warranties of products concerning performance; total system performance or configuration; or physical, design or functional characteristics and capabilities of a product, equipment, service, or software package submitted in response to requirements that result in orders under this schedule contract
  - (3) Any representations or warranties concerning the products made in any literature, description, drawings, 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:

The services herein are available to overseas activities outside the scope of this contract on an open-market basis. They will be negotiated between Analytic Services Inc. and the Ordering Agency.

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 be provided only to the Contractor's technical personnel whose services are exclusively required for the fulfillment of the terms and conditions of this contract.

## **20. BLANKET PURCHASE AGREEMENTS**

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

## **21. CONTRACTOR TEAM ARRANGEMENTS**

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

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

The Davis-Bacon Act (40 U.S.C. 276a-7) provides that contracts in excess of \$2,000 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 requisitioning 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 or 132-9.

**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) format at the following address:

The EIT Standard can be found at: <http://www.section508.gov/>

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

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

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

(b) The following statement:

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

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

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

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

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

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

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

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

**26. SOFTWARE INTEROPERABILITY**

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

**27. ADVANCE PAYMENTS**

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

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

**1. SCOPE**

- a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT/IAM Professional 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 I-FSS-60 Performance Incentives (April 2000)**

- 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.
- 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 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 1999)**

- 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**

In accordance with FAR 52.212-4 CONTRACT TERMS AND CONDITIONS-- COMMERCIAL ITEMS (MAR 2009) (DEVIATION I - FEB 2007) for Firm-Fixed Price orders and FAR 52.212-4 CONTRACT TERMS AND CONDITIONS COMMERCIAL ITEMS (MAR 2009) (ALTERNATE I OCT 2008) (DEVIATION I – FEB 2007) applies to Time-and-Materials and Labor-Hour Contracts 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 (Dec 2007) Rights in Data – General, may apply.

## **8. RESPONSIBILITIES OF THE ORDERING AGENCY**

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

## **9. INDEPENDENT CONTRACTORS**

All IT Professional 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 performer, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

“Contractor and its affiliates” and “Contractor or its affiliates” refer 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 Government contract, without some restriction on 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 Government, ordering offices may place restrictions on the Contractor, 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 that may require restrictions are provided in FAR 9.508.

## **11. INVOICES**

The Contractor, upon completion of the work ordered, shall submit invoices for IT services. Progress payments may be authorized by the ordering office on individual orders if appropriate. Progress payments shall be based on 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 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) 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 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition. As prescribed in 16.601(e)(3), insert the following provision:

- a. The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.
- b. The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—

(1) The offeror;

(2) Subcontractors; and/or

(3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

**13. RÉSUMÉS**

Résumés 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 Agency 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. DECISION OF IT PROFESSIONAL SERVICES AND PRICING**

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

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

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

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

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



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

**(CUSTOMER NAME)  
BLANKET PURCHASE AGREEMENT**

Pursuant to GSA Federal Supply Schedule Contract Number(s) \_\_\_\_\_, blanket purchase agreements (BPAs), the Contractor agrees to the following terms of a BPA exclusively with \_\_\_\_\_:

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:

<b>Model Number/Part Number</b>	<b>Special BPA Discount/Price</b>
_____	_____
_____	_____

2. Delivery:

<b>Destination</b>	<b>Delivery Schedule/Dates</b>
_____	_____
_____	_____

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:

<b>Office</b>	<b>Point of Contact</b>
_____	_____
_____	_____

7. Orders will be placed against this BPA via Electronic Data Interchange, fax, or paper.
8. Unless otherwise agreed, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that contain the following information at a minimum:
  - a. Name of Contractor

- b. Contract number
  - c. BPA number
  - d. Model number or National Stock Number
  - 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)
  - 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.

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

### **Preamble**

Analytic Services Inc. provides commercial products and services to the Federal Government. We are committed to promoting participation of small businesses, small disadvantaged businesses, 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 businesses, small disadvantaged businesses, 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 businesses, small disadvantaged businesses, and women-owned small businesses to supply products and services to our company.

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

To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase the number of small businesses with which 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 businesses, small disadvantaged businesses, and women-owned small businesses to promote and increase their participation in Federal Government contracts. To accelerate potential opportunities please contact Ruth Sherrill (703) 416-3622. Ms. Sherrill can also be reached via e-mail at : [ruth.sherrill@anser.org](mailto:ruth.sherrill@anser.org) or via fax at (703) 416-1344.

## SUMMARY EXPLANATION OF LABOR CATEGORIES

The following pages provide descriptions, including degree and experience requirements, of the labor categories Analytic Services Inc. offers under this contract. Each position includes an associated labor code that should be used when ordering services. The labor category definitions that follow describe the functional responsibilities and education and experience requirements for each labor category. The table “Degree/Experience Equivalence” delineates our policy for substituting experience in lieu of degrees and vice versa. These requirements are a guide for the experience and educational background for typical personnel in each labor category. However, personnel placement in a specific labor category is at the sole discretion of Analytic Services Inc.

### Degree/Experience Equivalence\*

<b>Degree</b>	<b>Experience Equivalence</b>	<b>Other Equivalence</b>
Associate’s	2 years’ relevant experience	Vocational or technical training in work-related fields†
Bachelor’s	Associate’s + 3 years’ relevant experience 5 years’ relevant experience	Professional work-related certification, such as vendor certifications (e.g., Microsoft Windows NT) Technical training in work-related fields†
Master’s	Bachelor’s + 3 years’ relevant experience Associate’s + 5 years’ relevant experience	Professional license, for example, Professional Engineer
Doctorate	Master’s + 3 years’ relevant experience Bachelor’s + 6 years’ relevant experience	

\* Multiple degrees at the same level are equivalent to two additional years of experience

† Years of relevant experience depends on type, length, and scope of training

## GSA LABOR CATEGORIES

### Program Management

#### 1. **Category 0001C (Client Site) and 0001A (Analytic Services Inc. Site) Information Systems Technical Director**

##### ***Duties***

Responsible for managing very complex or high-risk programs. Oversees program budget and schedules. Directs staff. Has primary responsibility for program health. Responsible for programs of a more complex or developmental nature. Responsible for ensuring that corporate resources are effectively used to meet client goals and requirements.

##### ***Qualifications***

Master's degree or equivalent experience with an advanced degree in engineering or business preferred. A minimum of 15 years' program-related experience with at least 5 years' functional or program management experience.

#### 2. **Category 0002C (Client Site) and 0002A (Analytic Services Inc. Site) Senior Program/Quality Assurance Manager**

##### ***Duties***

Serves as the Contractor's single contract manager, and shall be the Contractor's authorized technical interface with the Government Contracting Officer's Technical Representative, government management personnel, and customer agency representatives. Responsible for formulating and enforcing work standards, assigning Contractor schedules, reviewing work discrepancies, overseeing Contractor personnel, and communicating policies, purposes, and goals of the organization to subordinates. Shall be responsible for the overall contract performance.

##### ***Qualifications***

Bachelor's degree or equivalent experience with an advanced degree in engineering or business preferred. A minimum of 10 years' program-related experience with at least 5 years' functional or program management experience.

#### 3. **Category 0003C (Client Site) and 0003A (Analytic Services Inc. Site) Program Manager**

##### ***Duties***

Serves as a project manager for a large, complex task order (or group of task orders affecting the same migration system) and assists in working with the Government Contracting Officer's Technical Representative, Government management personnel, and customer agency representatives. Under the guidance of the Senior Program Manager, responsible for the overall management of the specific task order(s) and ensuring that the technical solutions and schedules in the task are implemented in a timely manner. Performs enterprise-wide horizontal integration planning and interfaces to other functional systems.

**Qualifications**

Bachelor's degree with emphasis in business or engineering or equivalent experience.  
A minimum of 8 years' program-related experience and prior management experience.

**4. Category 0004C (Client Site) and 0004A (Analytic Services Inc. Site) Project Manager**

**Duties**

Responsible for the management and successful completion of projects at base or remote locations, including customer or supplier facilities. Establishes and maintains company contacts with the customer and Contractor personnel, exercising a high degree of tact, diplomacy, and mature judgment. Oversees regular, special, and integrated systems development and test programs. Prepares and conducts special reports and presentations pertinent to products and services, field operations, or other applications.

**Qualifications**

Bachelor's degree with emphasis in business or engineering or equivalent experience. A minimum of 5 years' program-related experience.

**5. Category 0005C (Client Site) and 0005A (Analytic Services Inc. Site) Task Manager**

**Duties**

Responsible for managing government programs that are of relatively low risk and complexity or are a portion of a larger program. Ensures that all required resources such as engineering, personnel, production, computer time, and facilities are available for the task. Plans, directs, and monitors task budget and serves as customer contact for task information.

**Qualifications**

Bachelor's degree with emphasis in business or engineering or equivalent experience. A minimum of 5 years' program-related experience.

## **Network Engineering**

### **6. Category 0006C (Client Site) and 0006A (Analytic Services Inc. Site) Principal Network Engineer**

#### ***Duties***

Responsible for the management of enterprise-class network engineering functions. Reviews and prioritizes network needs and analyzes project requirements and feasibility. Develops network design systems analysis standards and methodology consistent with technical requirements. Schedules staff to obtain proper response in a timely manner. Reviews recommendations for network improvement. Responsible for mentoring of assigned employees.

#### ***Qualifications***

Master's degree or bachelor's degree in computer science, management information systems or a related field, or equivalent experience. A minimum of 10 years of network engineering experience, including supervision or management experience.

### **7. Category 0007C (Client Site) and 0007A (Analytic Services Inc. Site) Senior Network Engineer**

#### ***Duties***

Responsible for the direct supervision of the network engineering tasks. Reviews and prioritizes network needs and analyzes project costs and feasibility. Develops network systems analysis standards and methodology consistent with technical requirements. Reviews recommendations for network improvement. Directs the implementation of technology refreshment and network upgrade tasks.

#### ***Qualifications***

Master's degree or bachelor's degree in computer science, management information systems or a related field, or equivalent experience. A minimum of 8 years of network engineering experience, including supervision or management experience.

### **8. Category 0008C (Client Site) and 0008A (Analytic Services Inc. Site) Network Engineer**

#### ***Duties***

Analyzes complex local and wide area network systems, including planning, designing, evaluating, and selecting operating systems and protocol suites, and configuring communication media with concentrators, bridges, and other devices. Resolves difficult interoperability problems to obtain operations across all platforms, including e-mail, file transfer, multimedia, teleconferencing, and the like. Configures systems to user environments. Supports acquisition of hardware and software as well as subcontractor services as needed. Acts as a technical project leader or provides work leadership for lower-level employees.

#### ***Qualifications***

Bachelor's degree in computer science or a related field, or equivalent experience. Five years' progressively responsible network systems engineering experience.

**9. Category 0009C (Client Site) and 0009A (Analytic Services Inc. Site) Associate Network Engineer**

***Duties***

Analyzes local and wide-area network systems, including planning, designing, evaluating, and selecting operating systems and protocol suites and configuring communication media with concentrators, bridges, and other devices. Resolves interoperability problems to obtain operations across all platforms, including e-mail, file transfer, multimedia, and teleconferencing. Configures systems to user environments. Supports acquisition of hardware and software as well as subcontractor services as needed.

***Qualifications***

Bachelor's degree in computer science or a related field, or equivalent experience. Three years of related network systems engineering experience.

**10. Category 0010C (Client Site) and 0010A (Analytic Services Inc. Site) Junior Network Engineer**

***Duties***

Conducts network site surveys. Assesses and documents current site network configuration and user requirements. Designs and optimizes network topologies. Follows engineering plans and site installation Technical Design Packages. Works with network installation team. Assists in the preparation of drawing and documentation configuration changes at each site. Prepares site installation and test reports.

***Qualifications***

Associate's degree in computer science or a related field, or equivalent experience. One year of related network systems engineering experience.

**11. Category 0011C (Client Site) and 0011A (Analytic Services Inc. Site) Senior Network Technician**

***Duties***

Acts as senior member of the customer service center and possesses in-depth knowledge of microcomputer hardware and software systems. Demonstrates advanced office automation troubleshooting and end-user problem-resolution skills. Applies advanced experience during the operation, monitoring, and maintenance of various office automation and network components. Demonstrates excellent oral and interpersonal skills.

***Qualifications***

Associate's degree in computer science or a related field, or equivalent experience. Eight years' progressively responsible customer service-based technical experience.

**12. Category 0012C (Client Site) and 0012A (Analytic Services Inc. Site) Network Technician**

***Duties***

Acts as member of the customer service center and possesses in-depth knowledge of microcomputer hardware and software systems. Demonstrates office automation troubleshooting and end-user problem-resolution skills. Operates, monitors, and maintains of

various office automation and network components. Demonstrates excellent oral and interpersonal skills.

**Qualifications**

Associate's degree in computer science or a related field, or equivalent experience. Five years' progressively responsible customer service–based technical experience.

**13. Category 0013C (Client Site) and 0013A (Analytic Services Inc. Site) Associate Network Technician**

**Duties**

Acts as a member of the customer service center and possesses a general knowledge of microcomputer hardware and software systems. Assists in the installation of PC hardware and software. Performs hardware and software upgrades. Performs diagnostic tests and performs recovery procedures, such as reinstalling software components.

**Qualifications**

Associate's degree in computer science or a related field, or equivalent experience. Two years' customer service–based technical experience.

**14. Category 0014C (Client Site) and 0014A (Analytic Services Inc. Site) Junior Network Technician**

**Duties**

Has hands-on entry-level PC hardware and software experience. Demonstrates general working knowledge of PC-based office automation systems. Installs PC equipment and associated peripherals. Can respond effectively to basic trouble calls and can diagnose general end-user problems.

**Qualifications**

Associate's degree in computer science or a related field, or equivalent experience. One year of customer service–based technical experience.

## **Support**

### **15. Category 0015C (Client Site) and 0015A (Analytic Services Inc. Site) Senior Technical Writer**

#### ***Duties***

Researches, organizes, writes, edits, and produces data for use in a wide variety of complex technical publications requiring in-depth knowledge and understanding of the subject matter and allied fields. Recommends overall organization and layout, editorial standards, publication methods, and the like. Coordinates publication with outside sources and vendors as needed. Develops department editing standards and styles. Provides work leadership for lower-level employees.

#### ***Qualifications***

Bachelor's degree in an applicable technical field or equivalent experience and excellent communication skills.

### **16. Category 0016C (Client Site) and 0016A (Analytic Services Inc. Site) Technical Writer**

#### ***Duties***

Researches, writes, edits, and proofreads technical data for use in documents or sections of documents such as manuals, procedures, and specifications. Ensures that technical documentation is accurate and complete, that it meets editorial guidelines and government specifications, and that it adheres to standards for quality, graphics, coverage, format, and style. Assists in establishing style guidelines and standards for texts and illustrations.

#### ***Qualifications***

Bachelor's degree in an applicable technical field or equivalent experience and excellent written communication skills. Two years of technical writing and copyediting experience.

### **17. Category 0017C (Client Site) and 0017A (Analytic Services Inc. Site) Data Administrator**

#### ***Duties***

Provides database performance monitoring and tuning, recovery, reorganization, and maintenance. Is familiar with conceptual and logical data models, and with logical and physical database designs. Supports application development and end-user access to databases. Transcribes, deciphers, and codes alphanumeric data from source documents and provides quality checks on data to verify accuracy and completeness. Possesses strong technical skills and a keen eye for detail.

#### ***Qualifications***

Associate's degree or equivalent applicable experience.

**18. Category 0018C (Client Site) and 0018A (Analytic Services Inc. Site) Technical Associate**

***Duties***

Under general direction, applies specialized knowledge and skill to providing technical and administrative support to Research Analysts. Assists in the preparation and presentation of briefings, reports, and papers; compiles specified research and proposal data; interprets basic research data; and reviews research publications for pertinent information. Provides input to analysts in a concise, logical, well-organized format for use in communications to clients. Interacts directly with customers at customer sites. Works with databases and various software.

***Qualifications***

Three years of technical college or equivalent experience.

**19. Category 0019C (Client Site) and 0019A (Analytic Services Inc. Site) Administrative Assistant**

***Duties***

Under general guidance, provides specialized and complex administrative and secretarial support to a corporate officer and may oversee division secretarial staff for a designated group. Demonstrates strong organizational and technical skills, including a high level of competence in office procedures. Demonstrates the ability to exercise sound judgment in sensitive matters with minimum supervision.

***Qualifications***

Requires a minimum of 7 years' applicable experience or an equivalent combination of education, training, and experience. Also requires accurate typing of 60 wpm, strong computer software skills, and office management experience.

**20. Category 0020C (Client Site) and 0020A (Analytic Services Inc. Site) Senior Graphics Designer**

***Duties***

Designs and develops complex graphics and illustrations for use in technical materials, manuals, and publications. Operates computer hardware and software to prepare, revise, print, and store text, illustrations, graphs, charts, etc., including equipment such as still and video cameras for the design and production of photos and videotape. Formulates concept and renders illustration and detail from models, sketches, memory, written or oral instructions, and imagination. Selects type, draws lettering, lays out material, and performs related duties. Determines style, technique, and medium best suited to produce desired effects and conform with reproduction requirements, or follows specific instructions regarding these variables.

***Qualifications***

Associate's degree in graphic design or art or a related field, or equivalent experience. Five years' related graphic design or illustration experience. May provide work leadership for lower-level employees.

## **21. Category 0021C (Client Site) and 0021A (Analytic Services Inc. Site) Graphics Designer**

### ***Duties***

Designs and develops graphics and illustrations for use in technical materials, manuals, and publications. Operates computer hardware and software to prepare, revise, print, and store text, illustrations, graphs, charts, etc. May operate equipment, such as still and video cameras, for the design and production of photos and videotape. Formulates concept and renders illustration and detail from models, sketches, memory, written or oral instructions, and imagination. Selects type, draws lettering, lays out material, and performs related duties. Determines the style, technique, and medium best suited to produce desired effects and conform with reproduction requirements, or follows specific instructions regarding these variables.

### ***Qualifications***

Associate's degree in graphic design or art or a related field, or equivalent experience. Two years' related graphic design or illustration experience.

## **Information Systems Engineering**

### **22. Category 0022C (Client Site) and 0022A (Analytic Services Inc. Site) Principal Information Systems Engineer**

#### ***Duties***

Designs and applies advanced methods, theories, and research techniques in the investigation and solution of complex and difficult system design requirements and problems. Plans, conducts, and technically directs projects or major phases of significant projects, coordinating the efforts of engineers and technical support staff in the performance of assigned projects. Conducts investigations and tests of considerable complexity. Reviews literature, patents, and current practices relevant to the solution of assigned projects. Reviews completion and implementation of systems additions or enhancements and recommends corrections in technical application and analysis to management. Evaluates vendor capabilities to provide required products or services. Provides technical consultation to other organizations. Provides work leadership for lower-level employees.

#### ***Qualifications***

Master's degree in computer science or a related field, or equivalent experience. Ten or more years' applicable progressively complex systems design engineering experience, including hardware-software integration of complex systems.

### **23. Category 0023C (Client Site) and 0023A (Analytic Services Inc. Site) Senior Information Systems Engineer**

#### ***Duties***

Designs and applies advanced methods, theories, and research techniques in the investigation and solution of advanced system requirements and problems. Plans, conducts, and technically directs projects or major phases of significant projects, coordinating the efforts of technical support staff in the performance of assigned projects. Conducts investigations and tests of considerable complexity. Reviews literature, patents, and current practices relevant to the solution of assigned projects. Reviews completion and implementation of systems additions or enhancements and makes recommendations to management. Evaluates vendor capabilities to provide required products or services. Provides technical consultation to other organizations and work leadership for lower-level employees.

#### ***Qualifications***

Master's degree in computer science or a related field, or equivalent experience. Eight or more years' applicable progressively complex systems design engineering experience, including hardware-software integration of complex systems.

### **24. Category 0024C (Client Site) and 0024A (Analytic Services Inc. Site) Information Systems Engineer**

#### ***Duties***

Defines, designs, and develops systems requirements. Assesses architecture and current hardware limitations and defines and designs complex systems specifications, input and output processes, and working parameters for hardware-software compatibility. Coordinates design of subsystems and integration of total systems. Analyzes and resolves difficult and complicated

program support deficiencies. Conducts independent technical investigations in systems design. Coordinates and consolidates design efforts on major projects. Provides work leadership for lower-level employees.

**Qualifications**

Master's degree or bachelor's degree in computer science or a related field, or equivalent experience. Five or more years' applicable progressively complex systems design engineering experience, including integration of complex hardware and software systems.

**25. Category 0025C (Client Site) and 0025A (Analytic Services Inc. Site) Associate Information Systems Engineer**

**Duties**

Analyzes existing systems and defines, designs, and develops new system requirements. Determines system specifications, input and output processes, and working parameters for hardware-software compatibility. Coordinates design of subsystems and integration of total systems. Identifies, analyzes, and resolves program support deficiencies.

**Qualifications**

Bachelor's degree in computer science or a related field, or equivalent experience. Two years' system design experience, including hardware-software integration.

**26. Category 0026C (Client Site) and 0026A (Analytic Services Inc. Site) Junior Information Systems Engineer**

**Duties**

Assists in analyzing existing systems and the definition, design, and development of new system requirements. Participates in the determination of system specifications, input and output processes, and working parameters for hardware-software compatibility. Identifies, analyzes, and may resolve program support deficiencies.

**Qualifications**

Associate's degree in computer science or a related field, or equivalent experience. Entry-level position.

**27. Category 0027C (Client Site) and 0027A (Analytic Services Inc. Site) Senior Information Systems Security Specialist**

**Duties**

Carries out all phases of a computer security program, enabling the company to meet contractual requirements for computer security. Conducts regular audits to ensure that systems are being operated securely and that computer security policies and procedures are being implemented as defined in security plans. Prepares materials for computer security education and awareness programs. Conducts investigations of computer security violations and incidents, reporting as necessary to management. Responds to queries and requests for computer security information and reports. Provides work leadership for lower-level employees.

**Qualifications**

Bachelor's degree in computer science or a related field, or equivalent experience. Eight years' related computer security administration experience.

**28. Category 0028C (Client Site) and 0028A (Analytic Services Inc. Site) Information Systems Security Specialist**

***Duties***

Assists in carrying out all phases of a computer security program, enabling the company to meet contractual requirements for computer security. Conducts regular audits to ensure that systems are being operated securely and that computer security policies and procedures are being implemented as defined in security plans. Prepares materials for computer security education and awareness programs. Conducts investigations of computer security violations and incidents, reporting as necessary to management. Responds to queries and requests for computer security information and reports.

***Qualifications***

Bachelor's degree in computer science or a related field, or equivalent experience. Five years' related computer security administration experience.

## **Software Engineering**

### **29. Category 0029C (Client Site) and 0029A (Analytic Services Inc. Site) Principal Software Engineer**

#### ***Duties***

Develops and applies advanced methods, theories, and research techniques in the investigation and solution of highly complex and advanced software applications and problems requiring the expert application of advanced knowledge. Plans, conducts, technically directs, and evaluates projects or major phases of significant projects, coordinating the efforts of engineers and technical support staff in the performance of assigned projects. Conducts investigations and tests of considerable complexity. Reviews literature, patents, and current practices relevant to the solution of assigned projects. Recommends corrections in technical applications and analysis. Evaluates vendor capabilities to provide required products or services. Provides technical consultation to other organizations. Provides work leadership for lower-level employees.

#### ***Qualifications***

Master's degree in computer science or a related field, or equivalent experience. Ten or more years' applicable progressively complex software engineering experience.

### **30. Category 0030C (Client Site) and 0030A (Analytic Services Inc. Site) Senior Software Engineer**

#### ***Duties***

Develops and applies advanced methods, theories, and research techniques in the investigation and solution of complex and advanced software applications and problems. Plans, conducts, technically directs, and evaluates projects or major phases of significant projects, coordinating the efforts of engineers and technical support staff in the performance of assigned projects. Conducts investigations and tests of considerable complexity. Reviews literature, patents, and current practices relevant to the solution of assigned projects. Recommends corrections in technical applications and analysis. Evaluates vendor capabilities to provide required products or services. Provides technical consultation to other organizations. Provides work leadership for lower-level employees.

#### ***Qualifications***

Master's degree in computer science or a related field, or equivalent experience. Eight or more years' applicable progressively complex software engineering experience.

### **31. Category 0031C (Client Site) and 0031A (Analytic Services Inc. Site) Software Engineer**

#### ***Duties***

Develops and applies advanced methods, theories, and research techniques in the investigation and solution of complex and advanced software applications and problems. Plans, conducts, and technically directs projects or major phases of significant projects, coordinating the efforts of technical support staff in the performance of assigned projects. Conducts investigations and tests of considerable complexity. Reviews literature, patents, and current practices relevant to the solution of assigned projects. Reviews completion and implementation of technical products.

Evaluates vendor capabilities to provide required products or services. Provides technical consultation to other organizations and work leadership for lower-level employees.

**Qualifications**

Master's degree in computer science or a related field, or equivalent experience. Five or more years' applicable progressively complex software engineering experience.

**32. Category 0032C (Client Site) and 0032A (Analytic Services Inc. Site) Associate Software Engineer**

**Duties**

Designs, develops, and analyzes complicated and difficult software programs for computer-based systems. Performs systems modeling, simulation, and analysis. Collaborates with hardware design engineers on machine characteristics that affect software systems and works with them to resolve incompatibilities. As required, provides input for documentation of new or existing programs. Provides work leadership for lower-level employees.

**Qualifications**

Bachelor's degree in computer science or a related field, or equivalent experience. Three years' applicable software design engineering experience.

**33. Category 0033C (Client Site) and 0033A (Analytic Services Inc. Site) Junior Software Engineer**

**Duties**

Designs, develops, troubleshoots, and analyzes software programs for computer-based systems. Performs systems modeling, simulation, and analysis. Designs and develops compilers, assemblers, utility programs, and operating systems. Advises hardware design engineers on machine characteristics that affect software systems, such as storage capacity, processing speed, and input and output requirements. As required, provides input for documentation of new or existing programs.

**Qualifications**

Bachelor's degree in computer science or a related field, or equivalent experience. Two years' applicable software design engineering experience.

**34. Category 0034C (Client Site) and 0034A (Analytic Services Inc. Site) Senior Programmer**

**Duties**

Prepares a wide variety of computer programs, associated documentation, block diagrams, and logic flowcharts applied to technical, scientific, or engineering problems. Conducts detailed analysis of defined system applications. Converts symbolic statements of work processes to detailed, logical work flowcharts and coding into program language. Designs detailed programs and diagrams indicating mathematical computations, sequence of data, and print solutions. Verifies accuracy and completeness of programs by preparing sample test data, conducting program tests, analyzing test results, and debugging program errors. Develops corrections by revision of instruction or alteration of sequence of operations. Modifies existing programs as required by changing system requirements or equipment configurations. Confers with systems

analysts or engineering personnel to define mathematical or technical problems and to clarify program and intent, output requirements, input data acquisition, and requirements for internal checks and controls. Prepares complete documentation procedures and operating instructions.

**Qualifications**

Bachelor's degree in computer science or a related field, or equivalent experience. Five years' scientific programming experience.

**35. Category 0035C (Client Site) and 0035A (Analytic Services Inc. Site) Programmer**

**Duties**

Assists in the design, development, troubleshooting, and analysis of software for computer-based systems. May perform systems modeling, simulation, and analysis. Designs and develops basic compilers, assemblers, utility programs, and operating systems. Advises hardware design engineers on machine characteristics that affect software systems, such as storage capacity, processing speed, and input and output requirements. As required, provides input for documentation of new or existing programs. Debugs routine programs. Designs and applies standard logic for individual scientific programs and writes programming instructions in a high-level language such as C, PASCAL, FORTRAN, or APL.

**Qualifications**

Bachelor's degree in computer science or a related field, or equivalent experience and 3 years' related experience.

**36. Category 0036C (Client Site) and 0036A (Analytic Services Inc. Site) Junior Programmer**

**Duties**

Assists in preparing routine computer programs, subroutines, associated documentation, block diagrams, and logic flowcharts applied to technical, scientific, or engineering problems. Translates design specifications into computer programming instructions, prepares system test data, and conducts tests to check and prove the accuracy and results of programs.

**Qualifications**

Associate's degree or applicable experience, including basic knowledge of scientific computer programming techniques, including principles of flow charting and block diagramming as acquired through specialized data-processing curriculum at a college or technical school or equivalent experience.

**37. Category 0037C (Client Site) and 0037A (Analytic Services Inc. Site) Principal Database Design Engineer**

**Duties**

Designs, develops, and implements highly complex database applications to accommodate a wide variety of user needs. Analyzes and determines informational needs and elements, data relationships and attributes, proposed manipulation, data flow and storage requirements, and data output and reporting capabilities. Defines logical attributes and interrelationships and designs data structures to accommodate database production, storage, maintenance, and accessibility. Acts as a technical project leader or provides work leadership for lower-level employees.

**Qualifications**

Master's degree or bachelor's degree in computer science or a related field, or equivalent experience. Ten years of progressively responsible database design and implementation experience.

**38. Category 0038C (Client Site) and 0038A (Analytic Services Inc. Site) Senior Database Design Engineer****Duties**

Designs, develops, and implements complex database applications to accommodate a wide variety of user needs. Analyzes and determines informational needs and elements, data relationships and attributes, proposed manipulation, data flow and storage requirements, and data output and reporting capabilities. Defines logical attributes and interrelationships and designs data structures to accommodate database production, storage, maintenance, and accessibility. Acts as a technical project leader or provides work leadership for lower-level employees.

**Qualifications**

Master's degree or bachelor's degree in computer science or a related field, or equivalent experience. Eight years of progressively responsible database design and implementation experience.

**39. Category 0039C (Client Site) and 0039A (Analytic Services Inc. Site) Database Design Engineer****Duties**

Designs, develops, and implements complex database applications to accommodate a wide variety of user needs. Analyzes and determines informational needs and elements, data relationships and attributes, proposed manipulation, data flow and storage requirements, and data output and reporting capabilities. Defines logical attributes and interrelationships and designs data structures to accommodate database production, storage, maintenance, and accessibility. Tests designed applications using database management software or general programming software. Installs, implements, and supports systems within the user base. Performs systems-level database maintenance.

**Qualifications**

Master's degree or bachelor's degree in computer science or a related field, or equivalent experience. Five years' related database design and implementation experience.

**40. Category 0040C (Client Site) and 0040A (Analytic Services Inc. Site) Junior Database Design Engineer****Duties**

Designs, develops, and implements database applications to accommodate a wide variety of user needs. Analyzes and determines informational needs and elements, data relationships and attributes, proposed manipulation, data flow and storage requirements, and data output and reporting capabilities. Defines logical attributes and interrelationships and designs data structures to accommodate database production, storage, maintenance, and accessibility. Tests designed applications using database management software or general programming software.

Installs, implements, and supports systems within the user base. Performs systems-level database maintenance.

***Qualifications***

Bachelor's degree or associate's degree in computer science or a related field, or equivalent experience. Two years' related database design and implementation experience.

## **Systems Analyst**

### **41. Category 0041C (Client Site) and 0041A (Analytic Services Inc. Site) Principal Systems Analyst**

#### ***Duties***

Analyzes and evaluates major project requirements of considerable complexity requiring a thorough understanding of all parameters affecting and interfacing with the system. Reviews user requirements and provides direction in the identification of problems and potential resolution. Defines system objectives and prepares system design specifications to meet user requirements and satisfy interface problems. Formulates logical statements of user requirements and develops solutions through application of systems and methods engineering techniques. Reviews alternative approaches and selects appropriate methodology. Responsible for the mentoring of the Systems Analysis staff and provides work leadership to lower-level employees.

#### ***Qualifications***

Master's degree in computer science, management information systems, or a related field, or equivalent experience. Ten years of increasingly complex and responsible systems analysis experience.

### **42. Category 0042C (Client Site) and 0042A (Analytic Services Inc. Site) Senior Systems Analyst**

#### ***Duties***

Reviews and prioritizes user needs and analyzes project costs and feasibility. Provides analytical support in the conceptualization, development, and implementation of complex, multiple, interlinked systems. Develops systems analysis standards and methodology with technical requirements. Schedules systems analysis staff to obtain proper response in a timely manner. Reviews recommendations for systems improvement. Provides work leadership to lower-level employees.

#### ***Qualifications***

Master's degree or bachelor's degree in computer science, management information systems or a related field, or equivalent experience. A minimum of 8 years of systems analysis experience, including supervision or management experience.

### **43. Category 0043C (Client Site) and 0043A (Analytic Services Inc. Site) Systems Analyst**

#### ***Duties***

Analyzes and evaluates user requirements by coordinating with the user to define the problem, data availability, report requirements, and system design problems. Defines system objectives and prepares systems design specifications to meet user requirements and satisfy interface problems. Analyzes alternative means of deriving input data to select the most accurate, feasible, and economic methods. Defines input and output file specifications, including file organization. Defines controls, conversion procedures, and system implementation plans, including user training and orientation.

#### ***Qualifications***

Bachelor's degree in computer science, management information systems, or a related field, or equivalent experience. Five years of systems analysis experience.

**44. Category 0044C (Client Site) and 0044A (Analytic Services Inc. Site) Associate Systems Analyst**

***Duties***

Performs analysis and systems design for a variety of applications. Analyzes procedures and systems to refine their formulation and converts them to programmable formats. Gathers information from users for analysis of problem areas. Participates in or plans and conducts preliminary studies of potential data-processing applications and prepares design proposals to reflect cost, time, and alternative actions to satisfy existing and future needs. Develops detailed system specifications for conversion to programming language by staff programmers. Recommends conversion and systems implementation plans, including user training and orientation.

***Qualifications***

Bachelor's degree in computer science, management information systems or a related field, or equivalent experience. Two years of systems analysis experience.

**45. Category 0045C (Client Site) and 0045A (Analytic Services Inc. Site) Junior Systems Analyst**

***Duties***

Assists in performing routine analysis and systems design. Gathers information from users for analysis of problem areas and prepares elementary feasibility studies. Assists in preparation of systems specifications. Prepares basic functional process charts describing existing and proposed operations and routine logic flowcharts of basic systems. Prepares detailed record layouts from specifications provided by others. Conducts elementary forms design and layout activities.

***Qualifications***

Bachelor's degree in computer science, management information systems or a related field, or equivalent experience.

**46. Category 0046C (Client Site) and 0046A (Analytic Services Inc. Site) Principal Systems Consultant**

***Duties***

Conceptualizes and develops solutions, formulating problem statements conducive to application of analytical methods, and development of analysis methods and approaches. Analyzes complex, multiple, interlinked systems, operations, IT, and management problems. Develops models and simulations, operations research techniques, functional decomposition, surveys, process reengineering, and policy analysis. Plans study of work problems and procedures. Evaluates the implications of cost, schedule, and performance on projects and programs.

**Qualifications**

Advanced degree or equivalent training or experience in functional or business area that is subject of study. Ten or more years experience in the subject matter/function.

**47. Category 0047C (Client Site) and 0047A (Analytic Services Inc. Site) Senior Systems Consultant****Duties**

Integrates information on problems or procedures, including present operating procedures. Analyzes data, develops information, and assesses available IT solutions or alternative methods of proceeding. Develops mathematical and statistical models and simulations to aid decision makers. Develops and implements operational tests and assessments. Develops functional and operating documentation. Plans study of work problems and procedures. Organizes and documents findings of studies and prepares recommendations for implementation of new systems and procedures. Oversees cost, schedule, and performance parameters of projects and programs.

**Qualifications**

Advanced degree or equivalent training or experience in functional or business area that is subject of study. Eight or more years experience in the subject matter/function.

**48. Category 0048C (Client Site) and 0048A (Analytic Services, Inc. Site) Systems Consultant****Duties**

Gathers and organizes information on problems or procedures. Analyzes data, assesses available IT solutions or alternative methods of proceeding. Develops algorithms and other aids to decision makers. Monitors operational tests and assessments. Maintains functional and operating documentation. Conducts study of work problems and procedures. Organizes and documents findings of studies and prepares recommendations for implementation.

**Qualifications**

Bachelor's degree or equivalent training or experience in functional or business area that is subject of study. Five or more years experience in the subject matter/function.

**AUTHORIZED GSA PRICELIST**

<b>SIN</b>	<b>Analytic Services Inc. Site Cat. No.</b>	<b>Analytic Services Inc. Site Rate</b>	<b>Labor Category</b>	<b>CLIENT Site Cat. No.</b>	<b>CLIENT Site Rate</b>
<b>Program Management</b>					
132-51	0001A	\$157.23	Information Systems Technical Director	0001C	\$141.37
132-51	0002A	\$126.10	Senior Program/Quality Assurance Manager	0002C	\$113.38
132-51	0003A	\$100.71	Program Manager	0003C	\$90.59
132-51	0004A	\$81.55	Project Manager	0004C	\$73.30
132-51	0005A	\$62.76	Task Manager	0005C	\$56.41
<b>Network Engineering</b>					
132-51	0006A	\$106.31	Principal Network Engineer	0006C	\$95.58
132-51	0007A	\$87.45	Senior Network Engineer	0007C	\$78.62
132-51	0008A	\$72.01	Network Engineer	0008C	\$64.74
132-51	0009A	\$56.62	Associate Network Engineer	0009C	\$50.89
132-51	0010A	\$49.36	Junior Network Engineer	0010C	\$44.38
132-51	0011A	\$47.89	Senior Network Technician	0011C	\$43.04
132-51	0012A	\$45.45	Network Technician	0012C	\$40.87
132-51	0013A	\$43.35	Associate Network Technician	0013C	\$38.97
132-51	0014A	\$40.08	Junior Network Technician	0014C	\$36.02
<b>Support</b>					
132-51	0015A	\$68.64	Senior Technical Writer	0015C	\$61.71
132-51	0016A	\$55.03	Technical Writer	0016C	\$49.46
132-51	0017A	\$42.33	Data Administrator	0017C	\$38.08
132-51	0018A	\$51.45	Technical Associate	0018C	\$46.27
132-51	0019A	\$45.54	Administrative Assistant	0019C	\$40.95
132-51	0020A	\$78.84	Senior Graphics Designer	0020C	\$70.89
132-51	0021A	\$55.03	Graphics Designer	0021C	\$49.46
<b>Systems Engineer / Security</b>					
132-51	0022A	\$109.16	Principal Information Systems Engineer	0022C	\$98.15
132-51	0023A	\$78.84	Senior Information Systems Engineer	0023C	\$70.89
132-51	0024A	\$61.17	Information Systems Engineer	0024C	\$55.00
132-51	0025A	\$46.39	Associate Information Systems Engineer	0025C	\$41.72
132-51	0026A	\$38.05	Junior Information Systems Engineer	0026C	\$34.20
132-51	0027A	\$78.84	Senior Information Systems Security Specialist	0027C	\$70.89
132-51	0028A	\$61.17	Information Systems Security Specialist	0028C	\$55.00
<b>Software Engineering</b>					
132-51	0029A	\$109.16	Principal Software Engineer	0029C	\$98.15
132-51	0030A	\$78.84	Senior Software Engineer	0030C	\$70.89
132-51	0031A	\$61.97	Software Engineer	0031C	\$55.71
132-51	0032A	\$46.39	Associate Software Engineer	0032C	\$41.72
132-51	0033A	\$33.65	Junior Software Engineer	0033C	\$29.94
132-51	0034A	\$68.64	Senior Programmer	0034C	\$61.71

132-51	0035A	\$46.39	Programmer	0035C	\$41.72
132-51	0036A	\$33.65	Junior Programmer	0036C	\$29.94
132-51	0037A	\$109.16	Principal Database Design Engineer	0037C	\$98.15
132-51	0038A	\$78.84	Senior Database Design Engineer	0038C	\$70.89
132-51	0039A	\$61.17	Database Design Engineer	0039C	\$55.00
132-51	0040A	\$46.39	Junior Database Design Engineer	0040C	\$41.78
<b>Systems Analyst / Consultant</b>					
132-51	0041A	\$109.16	Principal Systems Analyst	0041C	\$98.15
132-51	0042A	\$78.84	Senior Systems Analyst	0042C	\$70.89
132-51	0043A	\$61.17	Systems Analyst	0043C	\$55.00
132-51	0044A	\$46.39	Associate Systems Analyst	0044C	\$41.78
132-51	0045A	\$29.94	Junior Systems Analyst	0045C	\$26.88
132-51	0046A	\$107.14	Principal Systems Consultant	0046C	\$94.32
132-51	0047A	\$95.67	Sr. Systems Consultant	0047C	\$84.20
132-51	0048A	\$84.36	Systems Consultant	0048C	\$74.11