SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30			1. REQUISITION NUMBER	PAGE 1 OF 105
2. CONTRACT NO. DAAB15-00-A-1005	3. AWARD/EFFECTIVE DATE DEC 17 1999	4. ORDER NUMBER	5. SOLICITATION NUMBER	6. SOLICITATION ISSUE DATE
7. FOR SOLICITATION INFORMATION CALL:	a. NAME Jane Borden		b. TELEPHONE NUMBER (No collect calls) (703)325-1709	8. OFFER DUE DATE/ LOCAL TIME:

9. ISSUED BY	CODE W4GV46	10. THIS ACQUISITION IS	11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED	12. DISCOUNT TERMS
USA CECOM ACQUISITION CTR – WASHINGTON 2461 EISENHOWER AVENUE (AMSEL-AC-WB-B) ALEXANDRIA, VA 22331-0700		[X] UNRESTRICTED [ ] SET ASIDE: ____% FOR [ ] SMALL BUSINESS [ ] SMALL DISAV. BUS. [ ] S(A) SIC: SIZE STANDARD:	[ ] SEE SCHEDULE [ ] 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) 13b. RATING D3 14. METHOD OF SOLICITATION [ ]RFQ [ ] IFB [ ] RFP	Net 30

15. DELIVER TO:	CODE	16. ADMINISTERED BY	CODE
In Accordance With Individual Task Orders		See Block 9	

17a. CONTRACTOR/ OFFEROR	CODE 9J721	FACILITY CODE	18a. PAYMENT WILL BE MADE BY	CODE
Modern Technologies Corporation 4032 Linden Avenue Dayton, OH 45432			In Accordance With Individual Task Orders	
[ ]17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER			18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a. UNLESS BLOCK BELOW IS CHECKED [ ] SEE ADDENDUM	

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	See Attached Pages (Attach Additional Sheets as Necessary)				
25. ACCOUNTING AND APPROPRIATION DATA				26. TOTAL AWARD AMOUNT *(For Govt. Use Only)*	

[ ] 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4. FAR 52.212-3 AND 52.212-5 ARE ATTACHED. [ ] ARE [ ] ARE NOT ATTACHED

[ ] 27b.. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR IS ATTACHED, ADDENDA [X] ARE [ ] ARE NOT ATTACHED

28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN 1	29. AWARD OF CONTRACT: REFERENCE _____ OFFER
[ ] TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.	[ ] DATED _____, YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH

30a. SIGNATURE OF OFFEROR/CONTRACTOR	31a. UNITED STATES OF AMERICA *(SIGNATURE OF CONTRACTING OFFICER)*
William A Billings	Ana M Kimberly
30b. NAME AND TITLE OF SIGNER WILLIAM A. BILLINGS Sr. Contracts Administrator	30c. DATE SIGNED 12/17/99
31b. NAME OF CONTRACTING OFFICER Ana M. Kimberly Contracting Officer	31c. DATE SIGNED DEC 17 1999

32a. QUANTITY IN COLUMN 21 HAS BEEN [ ] RECEIVED [ ] INSPECTED [ ] ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED	33. SHIP NUMBER [ ] PARTIAL [ ] FINAL	34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR
	36. PAYMENT [ ] COMPLETE [ ] PARTIAL [ ] FINAL		37. CHECK NUMBER
32b. SIGNATURE OF AUTHORIZED GOVT. REPRESENTATIVE	32c. DATE	38. S/R ACCOUNT NUMBER	39. S/R VOUCHER NUMBER	40. PAID BY
		42a. RECEIVED BY *(Print)*		
41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT				
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER	41c. DATE	42b. RECEIVED AT *(Location)*		
		42c. DATE REC'D *(YYMMDD)*	42d. TOTAL CONTAINERS	

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS
OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30

1. REQUISITION NUMBER	PAGE 1 OF 105

2. CONTRACT NO.	3. AWARD/EFFECTIVE DATE	4. ORDER NUMBER	5. SOLICITATION NUMBER	6. SOLICITATION ISSUE DATE
DAAB15-00-A-1005				

7. FOR SOLICITATION INFORMATION CALL:	a. NAME	b. TELEPHONE NUMBER (No collect calls)	8. OFFER DUE DATE/ LOCAL TIME:
☛	**Jane Borden**	(703)325-1709	

9. ISSUED BY — CODE W4GV46

USA CECOM ACQUISITION CTR – WASHINGTON
2461 EISENHOWER AVENUE (AMSEL-AC-WB-B)
ALEXANDRIA, VA 22331-0700

10. THIS ACQUISITION IS
[X] UNRESTRICTED
[___] SET ASIDE: _____% FOR
[__] SMALL BUSINESS
[__] SMALL DISAV. BUS.
[__] S(A)
SIC:
SIZE STANDARD:

11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED
[___]SEE SCHEDULE

12. DISCOUNT TERMS
Net 30

[___] 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)

13b. RATING
D3

14. METHOD OF SOLICITATION
[___]RFQ [___ [IFB [___] RFP

15. DELIVER TO: — CODE
In Accordance With Individual Task Orders

16. ADMINISTERED BY — CODE
See Block 9

17a. CONTRACTOR/ OFFEROR — CODE 9J721 — FACILITY CODE
Modern Technologies Corporation
4032 Linden Avenue
Dayton, OH 45432

[__]17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER

18a. PAYMENT WILL BE MADE BY — CODE
In Accordance With Individual Task Orders

18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a. UNLESS BLOCK BELOW IS CHECKED
[___] SEE ADDENDUM

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	See Attached Pages (Attach Additional Sheets as Necessary)				

25. ACCOUNTING AND APPROPRIATION DATA

26. TOTAL AWARD AMOUNT *(For Govt. Use Only)*

[__] 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4. FAR 52.212-3 AND 52.212-5 ARE ATTACHED. [__] ARE [__] ARE NOT ATTACHED

[__] 27b.. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR IS ATTACHED, ADDENDA [X] ARE [__] ARE NOT ATTACHED

28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN __1__
[__] TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITION-AL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.

29. AWARD OF CONTRACT: REFERENCE _____ OFFER
[__] DATED _____, YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH

30a. SIGNATURE OF OFFEROR/CONTRACTOR

31a. UNITED STATES OF AMERICA *(SIGNATURE OF CONTRACTING OFFICER)*

30b. NAME AND TITLE OF SIGNER

30c. DATE SIGNED

31b. NAME oF CONTRACTING OFFICER
Ana M. Kimberly
Contracting Officer

31c. DATE SIGNED

32a. QUANTITY IN COLUMN 21 HAS BEEN
[__] RECEIVED [__] INSPECTED [__] ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED

33. SHIP NUMBER
[ ] PARTIAL [ ] FINAL

34. VOUCHER NUMBER

35. AMOUNT VERIFIED CORRECT FOR

36. PAYMENT
[__] COMPLETE [__] PARTIAL [__] FINAL

37. CHECK NUMBER

32b. SIGNATURE OF AUTHORIZED GOVT. REPRESENTATIVE

32c. DATE

38. S/R ACCOUNT NUMBER

39. S/R VOUCHER NUMBER

40. PAID BY

42a. RECEIVED BY *(Print)*

41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT

41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER

41c. DATE

42b. RECEIVED AT *(Location)*

42c. DATE REC'D *(YY/MM/DD)*

42d. TOTAL CONTAINERS

BPA COVER PAGE

BEST VALUE

BLANKET PURCHASE AGREEMENT

FEDERAL SUPPLY SCHEDULE

In the spirit of the Federal Acquisition Streamlining Act (FASA), the CECOM Acquisition Center - Washington and **Modern Technologies Corporation (MTC)** enter into an agreement to facilitate the acquisition of Research & Development Support Services, Systems Engineering Integration Support and Information Technology Services from the General Service Administration (GSA) Federal Supply Schedule (FSS) Contract(s)

GS-35F-5402H (GSA IT)

Federal Supply Schedule contract BPA's reduce contracting and open market costs. Teaming Arrangements are permitted with Federal Supply Schedule BPA holders in accordance with the terms of their GSA contracts.

The parties agree that the Terms and Conditions set forth in the above referenced GSA FSS contract(s), this BPA and those set forth in the individual delivery order shall govern performance on that order. In no event will the Terms and Conditions set forth in either this BPA or the individual order be construed as changing the scope of the GSA FSS Contract(s) set forth above.

ANA M. KIMBERLY	REBECCA S. MORGANN
Contracting Officer	Director of Contracts
	Modern Technologies Corporation

If "Teaming" and your BPA Team Arrangement permits direct ordering to Team Partners, have each Team Partner sign and date below indicating agreement and compliance with the Terms & Conditions set forth in this document.

On this page, each Team Partner must provide the company name, title of individual, and GSA contract number.

_____	
BPA Teaming Partner DATE	
Title	
Company Name	GSA Contract Number:

_____	
BPA Teaming Partner DATE	
Title	
Company Name	GSA Contract Number:

_____	
BPA Teaming Partner DATE	
Title	
Company Name	GSA Contract Number:

(add/delete signature blocks as needed to accommodate team size)

The BPA Holder's Program Manager may make unilateral changes to the makeup of the BPA's Team. This may occur at any time during the life of the BPA. To make these changes the Program Manager must notify the Government in writing and provide a copy of this page with the appropriate signature(s). Note that any order issued prior to the change must be completed with the Team membership that was current at the time the order was placed unless agreed to by the ordering PCO.

CECOM Acquisition Center - Washington
BLANKET PURCHASE AGREEMENT
R&D SUPPORT SERVICES, SYSTEMS ENGINEERING AND INTEGRATION SUPPORT
Pursuant to General Services Administration (GSA) Federal Supply Schedule (FSS) contract number(s) GS-35F-5402H ("Contract(s)"), a Blanket Purchase Agreement (BPA) is hereby established between Modern Technologies Corporation and the CECOM Acquisition Center - Washington, D.C under the terms and conditions of the above stated contract(s) and the following terms and conditions incorporated in this BPA:

ADMINISTRATIVE DATA

Primary Point of Contact:

William A. Billings
Sr. Contract Administrator
4032 Linden Avenue
Dayton, OH 45432
937/252-9199 X325
wbilling@modtechcorp.com

Alternate Point of Contact:

Rebecca S. Morgann
Director of Contracts
937/252-9199 X204
rmorgann@modtechcorp.com

Are you a Small Business under the SIC Code 8711 (Engineering Services
YES_____NO___X__
Are you a Small Business Administration (SBA) certified Small Disadvantaged Business (SDB)? YES_____NO__X___
Are you a Woman-Owned Business? YES_____NO__X___
CAGE CODE: 9J721
DUNS NUMBER: 12-252-5991
TIN: 31-1150875
Cognizant DCMC Office (Include complete address):

DCMC Dayton
DCMDE-GYO
1725 Van Patton Drive
WPAFB, OH 45433

DCMC POC Email Address:
adinofa@dcmde.dla.mil_____

Cognizant DFAS Office (Include complete address):

DFAS/CO
New Dominion Div.
P.O. Box 182041
Columbus, OH 43218

DFAS POC Email Address:
Not available_____

(A) AUTHORITY
This BPA is entered into pursuant to the terms of the BPA holder's FSS contract and FAR 8.404(b) (4).

(B) DESCRIPTION OF AGREEMENT
Under this agreement, the BPA holder will provide RDT&E Support Services (RDT&ESS), systems engineering integration support, support for system acquisition programs and development planning projects during all phases of the acquisition cycle, and information technology support. These services will be provided when ordered by an authorized Contracting Officer during the specified period stated in section G.13 of this BPA
RDT&E Support Services,(MOBIS) YES_____NO__X___
Computer Related Services (SIN 132-51) YES__X___NO_____

(C) SERVICES AVAILABLE UNDER THIS BPA
Attachment A (provided by the BPA holder) contains a listing of all services. The listing shall contain the BPA holder's name, FSS contract number, FSS ordering number, name, and description for each labor category which may be ordered under this BPA with accompanying FSS and discounted rates including overtime rates where applicable. Pricing shall be provided for all years currently covered under the BPA holder's FSS contract. Each BPA holder or BPA team must check which site(s) services are being offered under this BPA (provide separate price lists for different locations as necessary).

_X_ Fort Belvoir, VA
_X_ Fort Hood, TX
_X_ Aberdeen Proving Ground, MD
___ Fort Leonard Wood, MO
_X_ Picatinny, NJ
_X_ Military District of Washington
_X_ Fort Bragg, NC
_X_ BPA Holder Facility
_X_ Others (Please list) Natick, MA
O'Fallon, IL

(D) PRICING
The prices (loaded labor rates) included on the BPA list (or applicable "discounted" rates submitted in a proposal response to an RFQ resulting in the award of an order) that are in effect on the effective date of an order shall govern

that order's basic performance period. With regard to any option for an additional period of performance, the prices for the option period shall be established at the time of the initial order, using the BPA list of rates for the option period (or applicable discounted rates) and the established prices shall govern if the option is exercised; provided that if the contractor has been authorized a rate increase culminating from a negotiation under the Economic Price Adjustment provision of their GSA Schedule, and if such rates are approved and incorporated in the BPA before the exercise of the option, the increased rates would become applicable on the effective date as provided in their GSA Schedule to a later exercised option. Likewise, if there is a rate decrease in the GSA Schedule, the reduced rates would become applicable. CAVEAT: The contractor shall submit a request for a price increase as described above in a timely manner as no price increase shall apply to an order absent approval by the Contracting Officer and modification of the order to reflect the increase. The BPA holder shall update the BPA price list within 24 hours of a change in Schedule prices to insure that the BPA pricing remains current.

The BPA holder can voluntarily reduce prices at any time by giving 24 hour advance notice (by facsimile or electronic-mail) to the Contracting Officer. When in effect, the new price list will be posted on the BPA holder's Internet site and made immediately available to all authorized BPA users. This BPA does allow for additional discounts if a "large order" is placed at one time. Whether an order is large enough to qualify for a discount is subject to the discretion of the BPA holder.

The BPA holder may also increase BPA prices whenever the GSA schedule rates increase. Any BPA price increase shall not take effect until the Contracting Officer receives written notification. In no event will the prices under this BPA exceed those on the applicable GSA schedule. Any order already issued shall not be affected by any change to BPA pricing (except as changes may apply to option years as described in D.1. above, if applicable). The prices offered under this BPA will undergo annual review by the Contracting Officer.

(E) MODIFICATION PROPOSALS

Modification proposals to this BPA shall be submitted to CECOM Acquisition Center – Washington.

(F) PREVAILING TERMS AND CONDITIONS

All orders placed against this BPA are subject to the terms and conditions of the GSA FSS Contract and all clauses and provisions in full text or incorporated by reference herein:

(F.1). Incorporated by reference:

FAR 52.245-5 GOVERNMENT PROPERTY (COST-REIMURSEMENT, TIME-AND-MATERIAL, OR LABOR-HOUR CONTRACTS) (JAN 1986)

(F.2) In full text are:

(F.2.A) ORGANIZATION CONFLICT OF INTEREST

Notice of Inclusion of Organizational Conflict of Interest Clause

a. The provisions of FAR Subpart 9.5 concerning organizational conflicts of interest govern orders issued under this BPA.

b. Potential conflicts may exist in accordance with FAR 9.505-1 through 9.505-4.

c. The Contracting Officer will determine on a case-by-case, order by order, basis whether a conflict of interest is likely to arise.

d. To avoid or mitigate a potential conflict, the Contracting Officer will impose appropriate constraints, such as the following.

1. The contractor agrees that if it provides under a BPA order systems engineering and technical guidance for systems and programs but does not have overall contractual responsibility, it will not be allowed to be awarded a contract to supply the system or any of its major components or be a subcontractor or consultant to a supplier of the system or any of its major components (FAR 9.505-1).

2. The contractor agrees that if it assists in the preparation of nondevelopmental specifications or of work statements for a system or services for a competitive acquisition under a BPA order, it will not be allowed to furnish these items, either as a prime contractor, a subcontractor or as a consultant (FAR 9.505-2).

3. The contractor agrees that if it gains access to proprietary data of other companies, it will protect such data and it will not use such proprietary data in supplying systems or components in future competitive procurements (FAR 9.505-4). In addition, the contractor agrees to protect the proprietary data and rights of other organizations disclosed to the contractor during performance of any Task Order with the same caution that a reasonably prudent contractor would use to safeguard highly valuable property. The contractor also agrees that if it gains access to the proprietary information of other companies, that it will enter into an agreement with the other companies to protect their information

from unauthorized use or disclosure for as long as it remains proprietary and refrain from using the information for any purpose other than that for which it was furnished.

4. The contractor agrees that it shall not distribute reports, data or information of any nature arising from its performance under this BPA, except as provided by the Task Order or as may be directed by the Contracting Officer.

5. Subcontracts: The contractor shall include the provisions at 3 and 4, including this paragraph, in agreements with consultants or subcontracts of any tier which involve access to information covered above. The use of this clause in such subcontracts shall be read by substituting the word “consultant” or "subcontractor" for the word "contractor" whenever the latter appears.

6. The contractor further agrees that it will neither evaluate nor advise the Government with regard to its own products or activities. The contractor will objectively evaluate or advise the Government concerning products or activities of any prospective competitors.

7. Government representatives shall have access to contractor's premises and right to inspect all pertinent books and records in order to insure that the contractor is in compliance with part 9 of the FAR and this provision.

8. The contractor agrees to develop, maintain and administer the following described specific programs:

“To thoroughly educate its employees, through formal training, company policy, information directives and procedures, in an awareness of the legal provisions of FAR 9 subpart 9.5 and its underlying policy and philosophy principles so that each employee will know and understand the provisions of this subsection and the absolute necessity of safeguarding information under a Task Order from anyone other than the contractor's employees who have a need to know, and the U.S. Government.”

9. The term contractor herein used means (1) the organization (hereinafter referred to as "it or its") entering into this agreement with the Government (2) all business organizations which it may merge, join or affiliate with now or in the future and in any manner whatsoever or which hold or may obtain, by purchase or otherwise, direct or indirect control of it. (3) its parent organization if any and any of its present future subsidiary, associates, affiliates, or holding companies (4) any organization or enterprise over which it has direct or indirect control now or in the future.

10. The organizational conflict of interest constraints established by the order are for the period of the order, plus 2 years, provided that the agreement to protect proprietary information from unauthorized use or disclosure lasts as long

as the information remains proprietary unless the agreement with the other company provides otherwise.

11. The contractor may submit a response to any terms of constraint proposed by the Contracting Officer for the purpose of avoiding or mitigating a conflict.

(F.2.B) Government Facilities.

Government facilities will be provided by the Government to the BPA holder as specified in the order but will generally be in accordance with the provisions of this clause. Failure by the BPA holder to comply with the provisions of this clause will release the Government, without prejudice, from its obligation to provide base support by the date(s) required. If warranted, and if the BPA holder has complied with the provisions of this clause, the contractor may seek an equitable adjustment if the Government fails to provide base support by the date(s) and in accordance with the order.

a. Government facilities will be determined at the time of execution of each order. By way of general guidance, when directed to “collocate”, contractor personnel will be provided with the following: 1 Desk, 1 Chair, 1 Phone and 1 Computer. In addition, Government facility support will generally include access to and use of Government-controlled working space, material, equipment, automatic data processing services, or other support including the use of the Defense Switched Network (DSN) (for official phone calls only), which the Government determines can be made available at, or through, any Army installation where orders issued under this BPA will be performed.

b. All government property which the contractor is authorized to use under this base support provision shall remain in the custody of the Government, for accountability purposes. The contractor shall not remove such property from the Government facility, unless approved in writing by the Contracting Officer, and such property is furnished to the contractor under Government Property clause. Government property in he possession of the BPA holder, provided through the Government's facilities provision, will be used and managed in accordance with the Government Property clause.

c. Unless otherwise stipulated in the order, support will be provided on a no-charge-for-use basis and the value will be a part of the Government’s contract consideration.

d. The BPA holder agrees that in the performance of this contract or any major subcontract, no direct or indirect costs for property will be incurred, if the Government determines that property is available at, or through any Government

installation where this contract will be performed. Only the prior written approval of the Contracting Officer can relieve the BPA holder from this restriction.

(G) BPA SPECIFIC TERMS AND CONDITIONS:

(G.1) PROHIBITED ACTIVITIES

The BPA holder shall not perform tasks under any resultant order which involve the following:

a. preparation of any statement of requirements, objectives, or needs to be procured by the Government for support services to be acquired under the BPA, or by any other contract action under this program;

b. evaluation of the qualifications of a potential source or any proposal submitted to obtain an order under this BPA;

c. formulation of "best value" criteria, acquisition plans, solicitations or strategies for an order under this BPA; and

d. preparation of documentation for future orders for support services.

(G.2) SEGREGATION OF COSTS

a. The "Payments under Time-and-Materials and Labor-Hour Contracts" clause provides for reimbursement to the contractor of costs incurred for certain items and services purchased directly for the contract, subject to certain limitations set forth in the clause. Such items may include the lease/purchase of equipment, travel expenses for Government-directed travel, consumable materials, tuition and registration fees for specialized training, and other services or items acquired for the Government's account under the Government Property clause. The items and services which the BPA holder is authorized to purchase on a cost-reimbursement basis shall be the items and services described in the order(s) issued to the BPA holder as authorized for purchase.

b. Where and if appropriate to assure proper obligation of funds, the contractor will be instructed to segregate the cost of non-labor supply items and to identify supply items with a unit cost of $100,000 or more when submitting a proposal for an order. The BPA holder shall segregate all costs associated with other direct costs authorized to be purchased on a cost-reimbursement basis (to be specified in each order) from other costs (labor hour effort) associated with the performance of this contract in such a manner that the costs subject to reimbursement under each order shall be readily ascertainable.

c. The "Ceiling Price" referred to in the "Payments under Time and Materials and Labor-Hour Contracts" clause shall be the ceiling price as stated in each order. Where and if appropriate, subceilings will be used for different types or years of funds to assure proper obligation of funds in accordance with

Government fiscal law. Orders, including options, may be funded incrementally with an allotment. In this situation, the level of allotment represents the “Ceiling Price”.

d. The availability of obligated funds for performance may be limited by time. In that case, an order will identify a particular CLIN or CLINs, the accounting classification reference numbers for the accounting classifications funding the CLIN or CLINs, the date of performance beyond which there is no legal liability on the part of the Government for payment, and the period of performance covered by the obligation.

(G.3) REPRESENTATIVE OF THE CONTRACTING OFFICER

a. The following names are the Contracting Officer's Representatives at the appropriate office is (are) authorized to act as an official representative of the Contracting Officer.

(To be specified when orders are issued)

b. The above are designated by the Contracting Officer and are authorized to act within the limitations specified herein and written restrictions specifically imposed under the terms of the contract and by the Contracting Officer. This authority shall extend to the following: inspection, acceptance, or rejection of work.

c. This designation does not include authority to direct changes in scope, price, or terms or conditions of the contract. The authority herein also does not include authority to execute modifications to the contract which require the signature of the Ordering Contracting Officer, or to bind the Government by agreement in terms of a proposed contract change.

(G.4) LABOR HOUR ORDERS

a. The BPA holder shall furnish all the necessary qualified personnel, materials, facilities and management resources to furnish the services set forth in the Statement of Work (SOW) or Performance Work Statement (PWS) within the terms specified and at the price(s) stated. Delivery will be in accordance with individual task orders. All orders will be issued or modified at the contract-year labor rates in effect at the time of the effective date of the order or modification.

b. It is understood and agreed that the BPA holder shall use in the performance of the contract, the labor categories and hours specified in each order.

c. The labor categories and hours specified in each order represent the best estimate of the services to be performed. To enhance flexibility and to allow the BPA holder to determine the optimum labor mix for the order the BPA holder may without notice to the Government, increase or decrease the number of hours for each category specified in the individual order to the extent that the ceiling prices for the labor CLIN(s) are not exceeded. The BPA holder will not be paid more than the ceiling price of any individual order.

d. Government Reimbursement of BPA holder-Incurred Training Costs in Support of Mission-Unique Requirements. In situations where the "Government User" being supported by an order under the basic contract requires some "unique" level of support beyond the minimum requirements of the SOW because of program/mission-unique needs, then the BPA holder may directly charge the contract order in order to obtain the unique training required for successful SOW support if authorized in the order. Such education/training might be provided by Government entities such as DSMC, etc. or by "third party" private entities such as companies who specialize in providing professional or specialized training/education seminars/classes. Direct labor expenses, and travel related expenses allowable under the Joint Travel Regulations (JTR) and related to the training, may be billed as an ODC on a cost reimbursement basis. Tuition/Registration/Book fees (costs) that may be applicable to an individual course/seminar are recoverable as a direct cost if specifically authorized in a particular order. Documentation will be required to support the billing of such costs against the order which authorized payment.

e. In the event the BPA holder expends fewer hours than set forth in the individual order, the total order shall be adjusted to reflect the actual number of hours expended and the final order price. In no case will the final price exceed the ceiling price of the order.

f. Payment under individual orders for CLINs (to be specified in order) will be in accordance with FAR 52.232-7 entitled "Payments under Time-and-Materials and Labor-Hour Contracts". Withholding of amounts due as contemplated by the clause will apply to the total contract and not to individual orders. Withholding will not exceed $50,000.00 for the entire contract, regardless of the number of orders issued against the contract, and will apply to the first order and continue until the maximum withholding amount is reached. To facilitate close-out of early orders the amount withheld may be transferred to any subsequent active order. Ceiling price, as used in the clause, applies to individual orders not to the total contract.

g. Personnel Changes: Any personnel, proposed as substitutes or replacements for personnel originally proposed for a Task Order, who become unavailable during the performance of the Task Order, shall be provided to the Government for review and approval. Substitutes must have equal or greater qualifications.

h. Payment procedures shall be in accordance with the BPA holder FSS contract. Payment will be made by the address specified in the individual delivery order.

(G.5) PAYMENT OF WORK PERFORMED

Hours of Work and Overtime

a. Work within the limits of the United States and its possessions shall not normally exceed eight (8) hours per day or forty (40) hours per normal work week. Work hours OCONUS shall correspond to hours worked by comparable Government personnel, provided a maximum of forty (40) hours per week is not exceeded.

b. Overtime must be approved by the Contracting Officer or designated representative. Overtime will be paid as straight time for exempt employees, and overtime for non-exempt employees at the rates set forth in the BPA list. There will be no uncompensated overtime. All approved overtime is subject to the "Ceiling Price" for the Task Order.

c. Authorized holidays for contractor personnel performing work at a Government installation shall correspond with Government holidays. Regular Government holidays are as follows:

New Years Day	Labor Day	Martin Luther King Day
Columbus Day	Presidents' Day	Veterans' Day
Memorial Day	Thanksgiving Day	Independence Day
Christmas Day		

Authorized holidays for contractor personnel located OCONUS will be addressed in the individual task orders.

d. Billable hours consist of:

*The number of normal hours that services are actually performed under the order;
* Hours may be billed for any local holiday which the area Commander administratively determines to be a non-work day;
*The number of hours that are necessary for travel by contractor's employees to perform services from facility to the assigned work site; in performing the duties assigned; as a result of transfer to new assigned site of work; return from assigned site of work to contractor's facilities.
Billable travel time as defined in paragraph above shall include time as hereinafter and time at port or airfields awaiting transportation. Actual travel time will be computed on the basis of the number of quarters of a day beginning at

0600 hours spent in actual travel. Any time in travel during a quarter shall be considered travel during the entire quarter. However, travel time other than subsistence shall not be allowable in excess of eight hours a day or forty hours a week except as provided in paragraph above.

e. billable hours do not include:

* The number of hours necessary for travel by collocated contractor's employees from their residence to the program office they support and the return to their residence.

* The number of normal work days that the contractor personnel are not permitted to work because of lack of security clearances, proper identification required under the terms of the Task Order, even though such personnel might otherwise be available for work on those days.

* Contractor personnel will not be considered available for assignment until the following information concerning such personnel is submitted in writing to the issuing Contracting Officer's designated representative.

Name
Social Security
Passport Number (when required)
Security Clearance (date of the clearance and issuing agency)
Visa Number (when required)

The contractor will not submit the above information until the valid Task Order is issued.

* The number of normal days the contractor personnel are not available for work;
* The number of normal work days that the services were not performed or were not available because of security reasons, voluntary resignation, death, incapacity, illness, vacation or removal by the contractor or contractor's personnel.

(G.6) TRAVEL

The Government will reimburse the cost of travel required in conjunction with performance of orders issued under this BPA. Travel costs will be reimbursed in accordance with the Joint Travel Regulations (JTR). Reimbursement for travel is limited to that required in the performance of the order. The airline and rental car portion of this travel will be handled by the contractor's travel office. Contractor per diem and reimbursement for travel expenses will be billed to the government as other direct charges (ODCs). Travel costs subject to reimbursement are limited to travel occurring at the direction of the COR/Contracting Officer or performed in conjunction with a specific requirement for a trip authorized in the order. Details of estimated travel will be

available when individual task orders are written. Costs arising from the relocation of BPA holder personnel from other geographic areas for the purpose of staffing an order, are not subject to reimbursement.

(G.7) COLLOCATION

The Government reserves the right to require the BPA holder at any given time to collocate a portion of its support services workforce with the Program Office or Staff supported. The Government will make available facilities, in accordance with the “Government Facilities" provision, for any such collocation. Collocation can only be directed by the Contracting Officer and must be in writing. The Government estimates that the percentage of the total labor hours (for orders under this BPA in effect at any one time during the period of performance for orders under this BPA) collocated will be approximately 50%. However, the Government reserves the right to require that all BPA holder personnel performing services on orders be located in BPA holder facilities. In the event that the Government requires collocation of more or less than 50% of contract employees performing on orders, this will not provide the basis for any equitable adjustment to the price, terms and/or conditions of the contract.

(G.8) FINANCIAL CONFLICT OF INTEREST

a. Except as provided for under subparagraph (d) hereof, the BPA holder shall not assign, nor allow, any employee for whom it receives payment under this BPA to perform any task under this BPA concerning any program, BPA holder, contract, or other matter if that employee, or that employee’s spouse or dependent child, has a financial interest or affiliation in any non-Federal entity that would be impacted by performance of the task. For each employee who performs a task in violation of this prohibition, the price of the CLIN under which the BPA holder receives payment for that performance shall be reduced by the product of the hourly rate prescribed for that employee in the BPA schedule (including wages, indirect costs, general and administrative expenses and profit), multiplied by the number of hours in which that employee was performing the task in violation of this prohibition, and the BPA holder shall forfeit any right to receive said payment. Costs allocable to the expended hours for which payment has been forfeited shall be accounted for as unallowable costs and shall not be charged to this or any other Government contract.

b. "Financial interest" means any continuing financial interest (such as through a pension or retirement plan, shared income, continuing termination payments, or other arrangements as a result of any current or prior employment or business or professional association) or any financial interest through legal or beneficial ownership of stock, stock options, bonds, securities, or other arrangements including trusts. "Affiliation" means a relationship as an employee, officer, owner, director, member, trustee, partner, advisor, agent, representative, or consultant;

or a person having any understanding, plans or pending contacts regarding such a relationship in the future. (This includes sending resumes, making telephone inquiries or any act that reasonably could be construed as an indication of interest in a future affiliation).

c. The BPA holder shall obtain from each employee substantively involved in a given task, certification that the employee, or the employee's spouse or dependent child, does not have any direct financial interest or affiliation, as defined in subparagraph (b) hereof, which is directly related to the work he or she will be performing on any task awarded under this BPA.

d. Whenever the BPA holder wishes to assign an employee to perform a task under this BPA when that employee, or that employee's spouse or dependent child, has a financial interest or affiliation as defined under subparagraph (b) hereof in a non-Federal entity that would be impacted by performance of the task, the BPA holder shall, before making the assignment, obtain a written waiver from the task order Contracting Officer, by submitting to the Contracting Officer a written request for waiver together with all relevant supporting information. The Contracting Officer shall have the sole discretion to grant or deny the waiver in whole or in part. The Contracting Officer's determination shall be discretionary, final and conclusive and not subject to appeal under the Disputes clause or the Contract Disputes Act of 1978.

e. The BPA holder shall provide the Certificate of Non Conflict of Interest to the task order COR.

(G.9) NON-DISCLOSURE OF SENSITIVE INFORMATION

Contractor personnel may be required to sign non-disclosure statements to preclude disclosure of nonpublic information including but not limited to procurement, source selection and security sensitive information. The BPA holder shall provide the Certificate of Non-Disclosure to the task order COR.

(G.10) NONPERSONAL SERVICES

a. In performance of this BPA, the BPA holder will provide non-personal support-services as indicated in the Task Order either at the government's facilities and/or at the contractor's facilities. These services are needed to accomplish tasks that cannot be accomplished by Government personnel because of time constraints and/or expertise, which is not available. The types of required services are: Project Management, System Engineering, Software Engineering, Testing, Training, Documentation Support. Administration, Quality Assurance, Integrated Logistics Support, Acquisition Management, and Information Technology support to the PM. This will be based upon the order's statement of work for the specific Task. Orders will be formally issued to the BPA holder as opposed to individual BPA holder employees.

b. The Government will neither supervise BPA holder employees nor control the method by which the BPA holder performs the required tasks. Under no circumstances shall the Government assign tasks to, or prepare work schedules for, individual BPA holder employees. It shall be the responsibility of the BPA holder to manage its employees and to guard against any actions that are of the nature of personal services, or give the perception of personal services. If the BPA holder feels that any actions constitute, or are perceived to constitute, personal services, it shall be the BPA holder's further responsibility to notify the Ordering Contracting Officer immediately.

c. These services shall not be used to perform work of a policy/decision making or management nature. All decisions relative to programs supported by the BPA holders will be the sole responsibility of the Government. Support services will not be ordered to circumvent personnel ceilings, pay limitations, or competitive employment procedures.

(G.11) BPA HOLDER IDENTIFICATION

BPA holder personnel will be required to wear company identification badges so as to distinguish themselves from Army employees. When conversing with Government personnel during business meetings and over the telephone, support BPA holder personnel shall identify themselves as such to avoid situations arising where sensitive topics might be better discussed solely between Government employees. Where practicable, support BPA holder occupying collocated space with their Government program customer should identify their work space area with their name and company affiliation. If collocated and granted email privileges, BPA holder personnel shall identify themselves as such in all emails issued.

(G.12) CONTRACT MANYEAR EQUIVALENT LIMITATIONS

Man-hours incurred by each support BPA holder employee working under an order are limited each year to the Contract Man-year Equivalent (CME) of 2080 hours, unless "mission essential" increases (at straight time) are authorized by the Contracting Officer.

(G.13) TERM OF BPA

a. This BPA expires on February 19, 2003 or such later ending date as determined by the exercise of any extension of any "General Schedule extension" option by the GSA and exercise of the option to extend the term of the BPA by the PCO. The BPA holder is required to immediately notify, in writing, the Contracting Officer if at any time prior to February 19, 2003 the GSA Contract, upon which this BPA is based, is no longer in force. This BPA is not a contract. If the BPA holder fails to perform in a manner satisfactory to the

Contracting Officer, this BPA may be canceled with 30 days written notice to the BPA holder by the Contracting Officer.

b. The Government may extend the term of this BPA by written notice to the Contractor at any time prior to the expiration of the BPA, provided, that the Government shall give the Contractor a preliminary written notice of its intent to extend at least 10 working days before the BPA expires. The preliminary notice does not commit the Government to an extension.

c. If the Government exercises this option, the extended BPA shall be considered to include this option provision.

d. The total duration of this BPA, including the exercise of any options under this clause, shall not exceed the period of the governing GSA FSS Contract.

e. It is expected that the period of performance for individual task orders will generally be up to two years. Depending on funding restrictions and the requirements of the users, the period may consist of a single performance period or a base and an option period. The Government may extend the term of a delivery order by the exercise of an option. The option may be exercised at any time during performance of the order, provided that the Government furnishes written notice to the contractor within five (5) working days of the expiration of the order.

f. The GSA Schedule contract permits extended performance of an order beyond the period of the GSA contract in order to complete the order.

(G.14) VOLUME

The Government estimates, but does not guarantee, that the potential volume of services ordered from all BPA holders will be 600 labor years over an approximate five year period. If the actual amount ordered is less than the estimate, the Government is not liable for the price difference between the quantity discount based on the estimate and the quantity discount for the amount ordered. The Government is under no obligation to the BPA holder to purchase any specified quantity of services.

(G.15) OBLIGATION OF FUNDS

This BPA does not obligate any funds. The Government is obligated only to the extent of authorized orders actually made under the BPA by the Contracting Officer.

(G.16) AUTHORIZED ORDERING OFFICIALS AND USERS

Government Contracting Officers at CECOM Acquisition Center – Washington are the only officials authorized to place orders under this BPA.

Any organization within the US Army may be a user of this BPA and is permitted to request that task orders be placed in support of their organization.

(G.17) REQUEST FOR TASK ORDER PLAN

a. The Government anticipates that competitive quote procedures will be used for Task Orders. Upon identification of the need for a Task Order, the Government will issue a Request for Quote (RFQ)to the contractor(s). The basis of issuing the order will be identified in the RFQ. The Contracting Officer has broad discretion in selection and will use such criteria as the ability of selectee to provide the level of quality required, previous performance under earlier, similar, or related taskings; and price.

b. Each Request for Quote for an order will contain a Statement of Work (SOW), or other performance-based work statement, describing the program to be supported, a description of the task, evaluation criteria, the deliverables if any, an order start date and completion date. Within fifteen (15) working days the BPA holder(s) solicited will respond to the SOW with a Performance Work Statement (PWS), technical solution, and an identification and explanation of the BPA Holders corporate capabilities (including tools and data bases developed by BPA Holder and relevant to the task(s)), past experience with similar tasks, labor mix and hours, other direct costs with applicable indirect costs and a proposed ceiling price for the order. Generally, the following supporting information shall be provided for orders to be issued on a Time and Materials basis:

1. Labor allocation matrix, indicating the total hours attributed to each applicable labor category, and the names, companies and number of hours of each individual assigned to the labor category for the Task Order. One page resumes for each assigned individual shall be provided upon Government request.

2. Bill of materials, indicating the source, quantity, unit cost and total cost for all required materials. The nature and cost associated with each ODC shall be described and shall be provided to the Government to determine if it should be purchased separately or if it can be purchased under another GSA FSS.

c. The PWS and labor mix will be incorporated into any resulting order. The proposed technical solution may also be incorporated in the order. The Task Leader will be assigned by the BPA holder on a per site basis.

(G.18) ORDERS

a. Order Management Requirements: Delivery of services shall be implemented only if directed by an order. b. Order Accounting: The BPA holder's order accounting system shall provide traceability of all labor hour and cost reimbursable elements (e.g. travel, training, other authorized direct costs) ordered by each program's funding citation's Accounting Classification Reference Number (i.e. "ACRN" assigned at the "InfoSubCLIN" level in Section B), if required by the ordering office. Otherwise, traceability shall be at the CLIN level, to include segregation by Government appropriation (i.e. "color of money"), set forth in the order. Under no circumstances will any invoice exceed the period of performance, hours or "ceiling" dollar amount for any funded order. The BPA holder will separately track and invoice US Government and FMS charges. All invoices submitted for payment shall clearly identify:

1. Government order number.
2. period of performance
3. amount due by CLIN
4. labor hours provided per labor category

(G.19) MANAGEMENT REPORTS

a. The contractor shall submit a management reports in accordance with CDRLs identified in individual task orders. The BPA holder shall prepare and maintain a Monthly Funds Tracking Report for each order. The BPA holder shall submit reports to the Government if requested. The BPA holder will submit reports to the ordering office Contract Manager and the Task Order COR on a regular basis as defined by each order. Reporting shall include schedule by task, labor hour expenditures by labor category by task and cost reimbursable elements. These reports will be submitted electronically.

(G.20) PERFORMANCE

The following terms and conditions are applicable:

a. All services will be initiated within 30 calendar days following receipt of a valid order, unless otherwise specified in the order.

b. The BPA holder shall be familiar with DOD, Army and subordinate command acquisition regulations, directives and instructions. If a particular document is required in a specific order it will be cited within the order's PWS.

c. The BPA holder shall not provide technical direction to any acquisition contractor or government personnel at any time. Neither shall the Government directly supervise BPA holder employees. Day to day supervision of BPA holder personnel should be conducted by the BPA holder Task Leader wherever the

BPA holder personnel are located. All direction of the BPA holder shall be through the Contracting Officer (PCO). Technical "tasking" assignments for the BPA holder will be transmitted by the Contracting Officer to the BPA holder's Program Manager.

d. Marketing Limitations: The BPA holder shall limit marketing/business opportunity telephone contact and personal visits with the Government personnel in the offices of authorized users to a reasonable level. Any marketing determined excessive by the Contracting Officer will be sufficient grounds for cancellation of this BPA.

(G.21) INVOICES

a. Inspection and acceptance shall be accomplished as follows: The COR in the Program Office will be the point of final inspection and acceptance by the Government for all services and items furnished under any resulting order unless otherwise specified in the individual Task Order. The BPA holder will submit each invoice, including all back-up data, for review and signature. When the COR receives an accurate and complete invoice, he/she will return a signed copy to the BPA holder Task Leader within five (5) working days. If the invoice is incomplete or inaccurate the COR will return the unsigned invoice to the BPA holder Program Manager for correction. After correction, the signed invoice will then be forwarded by the BPA holder to the Defense Finance Accounting Service (DFAS) for payment. Final payment for each order will be accomplished by final DD Form 250.

b. The requirements of a proper invoice are as specified in the BPA holder's Federal Supply Schedule contract.

c. An itemized invoice shall be submitted to the order's Government COR at least monthly or upon expiration of this BPA, whichever occurs first, for all services and items delivered during a billing period and for which payment has not been received. These invoices shall not be supported by copies of delivery tickets. "Approved-for-payment" Invoices will be submitted to the payment address specified on each individual order issued under this BPA.

d. Upon completion of the Task Order, the BPA holder shall commence procedures for the closing out of the order.

(G.22) SECURITY

If a DD 254, Department of Defense Contract Security Classification Specification is required, one will be attached to the Task Order addressing particular security requirements.

(G.23) YEAR 2000 (Y2K) COMPLIANCE

On task orders that require information technology that processes date related information, the BPA holder shall comply with the following:

Y2K Compliance

The contractor shall ensure products provided under this BPA, to include hardware, software, firmware, and middleware, are Year 2000 compliant. "Year 2000 Compliant" as used in this clause or elsewhere in this BPA, means, with respect to information technology, that the information technology, accurately processes date/time data (including, but not limited to, calculating, comparing, and sequencing) from, into, and between the twentieth and twenty-first centuries, and the years 1999 and 2000 and leap year calculations, to the extent that other information technology, used in combination with the information technology being acquired, properly exchanges date/time data with it.

(G.24) Year 2000 Warranty (Services)

On task orders issued under this BPA for information technology services:

(a) Definitions. "Acceptance," as used in this clause, means the act of an authorized representative of the Government by which the Government assumes for itself, or as an agent of another, ownership of existing and identified supplies, or approves specific services, as partial or complete performance of the contract.

"Correction," as used in this clause, means the elimination of a defect.

"Defect," as used in this clause, means that the items or services furnished by the Contractor under the contract contain information technology that does not accurately process date/time data (including, but not limited to, calculating comparing, and sequencing) from, into, and between the twentieth and twenty-first centuries, and the years 1999 and 2000 and leap year calculations, to the extent that other information technology, used in combination with the information technology being acquired, properly exchanges date/time data with it.

(b) Notwithstanding inspection and acceptance by the Government or any provision concerning the conclusiveness thereof, the Contractor warrants that all services performed under this contract will, at the time of acceptance, be free from defects. The Contracting Officer shall give written notice of any defect to the Contractor on or before 31 December 2001. This notice shall state either (1) that the Contractor shall correct or repair any defective or nonconforming services, or (2) that the Government does not require correction or re-performance.

(c) If the Contractor is required to correct or re-perform, it shall be at no cost to the Government, and any services directed or re-performed by the Contractor

shall be subject to this clause to the same extent as work initially performed. If the contractor fails or refuses to correct or re-perform, the Contracting Officer may, by contract or otherwise, correct or replace with similar services and charge to the Contractor the cost occasioned to the Government thereby, or make an equitable adjustment in the contract price.

(d) If the Government does not require correction or re-performance, the Contracting Officer shall make an equitable adjustment in the price of the applicable Task Order.

(G.25) Year 2000 Warranty (Commercial Items)

(a) The Contractor warrants that any Information Technology including, but not limited to, hardware, software, firmware, and middleware delivered under this BPA shall accurately process date/time data (including, but not limited to, calculating, comparing, and sequencing) from, into, and between the twentieth and twenty-first centuries, and the years 1999 and 2000 and leap year calculations, to the extent that other information technology, used in combination with the information technology being acquired, properly exchanges date/time data with it.

(b) All warranties in the foregoing paragraph shall run for a period of sixteen (16) months from 1 January 2000. Should a warranted item fail to meet the requirements set out in the foregoing paragraph, the contractor agrees to correct or replace the item at no cost to the Government. The parties agree that this correction or replacement shall not act as a limitation of remedies and that the Government may seek such additional remedies as may be available through this BPA or at law or equity.

(c) This clause takes precedence over any other warranty or disclaimer thereof of this BPA. It is in addition to the rights and remedies set forth in any other warranty for this item.

INFORMATION TECHNOLOGY (IT) SCHEDULE PRICELIST
GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY EQUIPMENT, SOFTWARE AND SERVICES

Special Item No. 132-51 Information Technology Professional Services

SIN 132-51 - INFORMATION TECHNOLOGY PROFESSIONAL SERVICES (ITPS)

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 D311	IT Data Conversion Services
FPDS Code D316	IT Network Management Services
FPDS Code D317	Automated News Services, Data Services, or Other Information Services
FPDS Code D399	Other Information Technology Services, Not Elsewhere Classified

NOTE: Any non-professional services proposed must be incidental to and in direct support of the proposed professional services.

Modern Technologies Corporation
4032 Linden Avenue, Dayton, OH 45432
(937) 252-9199
http://www.modtechcorp.com

Contract Number: GS-35F-5402H

Period Covered by Contract: February 20, 1998 – February 19, 2003

General Services Administration
Federal Supply Service

Products and ordering information in this Authorized INFORMATION TECHNOLOGY Schedule Pricelist is also available on the GSA Advantage! System. Agencies can browse GSA Advantage! By accessing GSA's Home Page via Internet at www.gsa.gov.

SCHEDULE PRICELIST

Modern Technologies Corporation
Year 1 - Labor Rates

	SIN #	Labor Category	Effective 2/20/98 – Gov Facility GSA	MTC Facility GSA
1.	132-51	Admin. Assistant	$19.63	$24.17
2.	132-51	Admin. Specialist	$19.63	$24.17
3.	132-51	Administrative Coordinator	$41.06	$50.59
4.	132-51	Data Communication Spec.	$41.06	$50.59
5.	132-51	Data Entry Technician	$19.63	$24.17
6.	132-51	Acquisition Mgt. Specialist	$41.06	$50.59
7.	132-51	Senior Acquisition Mgt. Specialist	$52.85	$65.11
8.	132-51	Specialized ADP Specialist	$74.25	$91.46
9.	132-51	Senior Specialized ADP Specialist	$86.75	$100.59
10.	132-51	Acquisition Specialist I	$41.06	$50.59
11.	132-51	Acquisition Specialist II	$52.85	$65.11
12.	132-51	Acquisition Specialist III	$64.98	$80.04
13.	132-51	Acquisition Specialist IV	$74.25	$91.47
14.	132-51	Financial Management Specialist I	$41.06	$50.59
15.	132-51	Financial Management Specialist II	$64.98	$80.04
16.	132-51	Graphics Specialist	$41.06	$50.59
17.	132-51	Configuration Management Specialist	$49.27	$60.62
18.	132-51	Senior Configuration Management Specialist	$63.42	$78.14
19.	132-51	ADP Budget Analyst	$41.06	$50.59
20.	132-51	Senior ADP Budget Analyst	$52.85	$65.11
21.	132-51	Functional Area Analyst	$41.06	$50.59
22.	132-51	Information System Analyst I	$63.42	$78.14
23.	132-51	Information System Analyst II	$77.98	$96.05
24.	132-51	Logistician I	$52.85	$65.11
25.	132-51	Logistician II	$64.98	$80.04
26.	132-51	Project Control Manager	$74.25	$91.46
27.	132-51	Project Leader	$74.25	$91.46
28.	132-51	Quality Assurance Specialist	$63.42	$78.14
29.	132-51	ADP Test & Evaluation Specialist	$41.06	$50.59
30.	132-51	ADP Instructor	$52.85	$65.11

SCHEDULE PRICELIST

Modern Technologies Corporation
Year 1 - Labor Rates

	SIN #	Labor Category	Effective 2/20/98 – Gov Facility GSA	MTC Facility GSA
31.	132-51	Junior ADP Technical Writer	$31.60	$38.94
32.	132-51	ADP Technical Writer/Editor	$63.42	$78.14
33.	132-51	Engineer	$44.24	$54.50
34.	132-51	Business Engineer	$63.42	$78.14
35.	132-51	Senior Business Engineer	$77.98	$96.05
36.	132-51	Communications Engineer/Specialist I	$63.42	$78.14
37.	132-51	Communications Engineer/Specialist II	$70.70	$87.09
38.	132-51	Communications Engineer/Specialist III	$77.98	$96.05
39.	132-51	Computer Systems Engineer/Analyst I	$49.27	$60.62
40.	132-51	Computer Systems Engineer/Analyst II	$63.42	$78.14
41.	132-51	Computer Systems Engineer/Analyst III	$77.98	$96.05
42.	132-51	Specialty Engineer I	$63.42	$78.14
43.	132-51	Specialty Engineer II	$77.98	$96.05
44.	132-51	Specialty Engineer III	$86.75	$100.59
45.	132-51	Scientific/Engineer Professional I	$63.42	$78.14
46.	132-51	Scientific/Engineer Professional II	$77.98	$96.05
47.	132-51	Scientific/Engineer Professional III	$86.75	$100.59
48.	132-51	Systems Engineer	$63.42	$78.14
49.	132-51	Senior Systems Engineer	$77.98	$96.05
50.	132-51	Cost Analyst	$41.06	$50.59
51.	132-51	Senior Cost Analyst	$52.85	$65.11
52.	132-51	Program Analyst	$52.85	$65.11
53.	132-51	Senior Functional Area Analyst	$52.85	$65.11
54.	132-51	Systems Analyst	$49.27	$60.62
55.	132-51	Senior Systems Analyst	$63.42	$78.14

Note: All Labor Categories include the 1% Industrial Funding Fee

SCHEDULE PRICELIST

Modern Technologies Corporation
Year 2 - Labor Rates

	SIN #	Labor Category	Effective 2/20/99 – 2/19/00 Gov Facility GSA	MTC Facility GSA
1.	132-51	Admin. Assistant	$20.22	$24.90
2.	132-51	Admin. Specialist	$20.22	$24.90
3.	132-51	Administrative Coordinator	$42.29	$52.10
4.	132-51	Data Communication Spec.	$42.29	$52.10
5.	132-51	Data Entry Technician	$20.22	$24.90
6.	132-51	Acquisition Mgt. Specialist	$42.29	$52.10
7.	132-51	Senior Acquisition Mgt. Specialist	$54.43	$67.06
8.	132-51	Specialized ADP Specialist	$76.48	$94.21
9.	132-51	Senior Specialized ADP Specialist	$89.35	$103.60
10.	132-51	Acquisition Specialist I	$42.29	$52.10
11.	132-51	Acquisition Specialist II	$54.43	$67.06
12.	132-51	Acquisition Specialist III	$66.93	$82.44
13.	132-51	Acquisition Specialist IV	$76.48	$94.22
14.	132-51	Financial Management Specialist I	$42.29	$52.10
15.	132-51	Financial Management Specialist II	$67.90	$83.64
16.	132-51	Graphics Specialist	$42.29	$52.10
17.	132-51	Configuration Management Specialist	$50.75	$62.43
18.	132-51	Senior Configuration Management Specialist	$65.33	$80.49
19.	132-51	ADP Budget Analyst	$42.29	$52.10
20.	132-51	Senior ADP Budget Analyst	$54.43	$67.06
21.	132-51	Functional Area Analyst	$42.29	$52.10
22.	132-51	Information System Analyst I	$65.33	$80.49
23.	132-51	Information System Analyst II	$80.32	$98.93
24.	132-51	Logistician I	$54.43	$67.06
25.	132-51	Logistician II	$66.93	$82.44
26.	132-51	Project Control Manager	$76.48	$94.21
27.	132-51	Project Leader	$76.48	$94.21
28.	132-51	Quality Assurance Specialist	$65.33	$80.49
29	132-51	ADP Test & Evaluation Specialist	$42.29	$52.10
30.	132-51	ADP Instructor	$54.43	$67.06

SCHEDULE PRICELIST

Modern Technologies Corporation
Year 2 - Labor Rates

			Effective 2/20/99 – 2/19/00 Gov Facility	MTC Facility
	SIN #	**Labor Category**	**GSA**	**GSA**
31.	132-51	Junior ADP Technical Writer	$32.54	$40.11
32.	132-51	ADP Technical Writer/Editor	$65.33	$80.49
33.	132-51	Engineer	$45.57	$56.14
34.	132-51	Business Engineer	$65.33	$80.49
35.	132-51	Senior Business Engineer	$80.32	$98.93
36.	132-51	Communications Engineer/Specialist I	$65.33	$80.49
37.	132-51	Communications Engineer/Specialist II	$72.82	$89.70
38.	132-51	Communications Engineer/Specialist III	$80.32	$98.93
39.	132-51	Computer Systems Engineer/Analyst I	$50.75	$62.43
40.	132-51	Computer Systems Engineer/Analyst II	$65.33	$80.49
41.	132-51	Computer Systems Engineer/Analyst III	$80.32	$98.93
42.	132-51	Specialty Engineer I	$65.33	$80.49
43.	132-51	Specialty Engineer II	$80.32	$98.93
44.	132-51	Specialty Engineer III	$89.35	$103.60
45.	132-51	Scientific/Engineer Professional I	$65.33	$80.49
46.	132-51	Scientific/Engineer Professional II	$80.32	$98.93
47.	132-51	Scientific/Engineer Professional III	$89.35	$103.60
48.	132-51	Systems Engineer	$65.33	$80.49
49.	132-51	Senior Systems Engineer	$80.32	$98.93
50.	132-51	Cost Analyst	$42.29	$52.10
51.	132-51	Senior Cost Analyst	$54.43	$67.06
52.	132-51	Program Analyst	$54.43	$67.06
53.	132-51	Senior Functional Area Analyst	$54.43	$67.06
54.	132-51	Systems Analyst	$50.75	$62.43
55.	132-51	Senior Systems Analyst	$65.33	$80.49

Note: All Labor Categories include the 1% Industrial Funding Fee

SCHEDULE PRICELIST

Modern Technologies Corporation
Year 3 - Labor Rates

	SIN #	Labor Category	Effective 2/20/00 – 2/19/01 Gov Facility GSA	MTC Facility GSA
1.	132-51	Admin. Assistant	$20.83	$25.65
2.	132-51	Admin. Specialist	$20.83	$25.65
3.	132-51	Administrative Coordinator	$43.56	$53.66
4.	132-51	Data Communication Spec.	$43.56	$53.66
5.	132-51	Data Entry Technician	$20.83	$25.65
6.	132-51	Acquisition Mgt. Specialist	$43.56	$53.66
7.	132-51	Senior Acquisition Mgt. Specialist	$56.06	$69.07
8.	132-51	Specialized ADP Specialist	$78.77	$97.04
9.	132-51	Senior Specialized ADP Specialist	$92.03	$106.71
10.	132-51	Acquisition Specialist I	$43.56	$53.66
11.	132-51	Acquisition Specialist II	$56.06	$69.07
12.	132-51	Acquisition Specialist III	$68.94	$84.91
13.	132-51	Acquisition Specialist IV	$78.77	$97.05
14.	132-51	Financial Management Specialist I	$43.56	$53.66
15.	132-51	Financial Management Specialist II	$56.06	$69.07
16.	132-51	Graphics Specialist	$43.56	$53.66
17.	132-51	Configuration Management Specialist	$52.27	$64.30
18.	132-51	Senior Configuration Management Specialist	$67.29	$82.90
19.	132-51	ADP Budget Analyst	$43.56	$53.66
20.	132-51	Senior ADP Budget Analyst	$56.06	$69.07
21.	132-51	Functional Area Analyst	$43.56	$53.66
22.	132-51	Information System Analyst I	$67.29	$82.90
23.	132-51	Information System Analyst II	$82.73	$101.9
24.	132-51	Logistician I	$56.06	$69.07
25.	132-51	Logistician II	$68.94	$84.91
26.	132-51	Project Control Manager	$78.77	$97.04
27.	132-51	Project Leader	$78.77	$97.04
28.	132-51	Quality Assurance Specialist	$67.29	$82.90
29.	132-51	ADP Test & Evaluation Specialist	$43.56	$53.66

SCHEDULE PRICELIST

Modern Technologies Corporation
Year 3 - Labor Rates

			Effective 2/20/00 – 2/19/01 Gov Facility	MTC Facility
	SIN #	**Labor Category**	**GSA**	**GSA**
30.	132-51	ADP Instructor	$56.06	$69.07
31.	132-51	Junior ADP Technical Writer	$33.52	$41.31
32.	132-51	ADP Technical Writer/Editor	$67.29	$82.90
33.	132-51	Engineer	$46.94	$57.82
34.	132-51	Business Engineer	$67.29	$82.90
35.	132-51	Senior Business Engineer	$82.73	$101.90
36.	132-51	Communications Engineer/Specialist I	$67.29	$82.90
37.	132-51	Communications Engineer/Specialist II	$75.00	$92.39
38.	132-51	Communications Engineer/Specialist III	$82.73	$101.90
39.	132-51	Computer Systems Engineer/Analyst I	$52.27	$64.30
40.	132-51	Computer Systems Engineer/Analyst II	$67.29	$82.90
41.	132-51	Computer Systems Engineer/Analyst III	$82.73	$101.90
42.	132-51	Specialty Engineer I	$67.29	$82.90
43.	132-51	Specialty Engineer II	$82.73	$101.90
44.	132-51	Specialty Engineer III	$92.03	$106.71
45.	132-51	Scientific/Engineer Professional I	$67.29	$82.90
46.	132-51	Scientific/Engineer Professional II	$82.73	$101.90
47.	132-51	Scientific/Engineer Professional III	$92.03	$106.71
48.	132-51	Systems Engineer	$67.29	$82.90
49.	132-51	Senior Systems Engineer	$82.73	$101.90
50.	132-51	Cost Analyst	$43.56	$53.66
51.	132-51	Senior Cost Analyst	$56.06	$69.07
52.	132-51	Program Analyst	$56.06	$69.07
53.	132-51	Senior Functional Area Analyst	$56.06	$69.07
54.	132-51	Systems Analyst	$52.27	$64.30
55.	132-51	Senior Systems Analyst	$67.29	$82.90

Note: All Labor Categories include the 1% Industrial Funding Fee

SCHEDULE PRICELIST

Modern Technologies Corporation
Year 4 - Labor Rates

	SIN #	Labor Category	Effective 2/20/01 – 2/19/02 Gov Facility GSA	 MTC Facility GSA
1.	132-51	Admin. Assistant	$21.45	$26.42
2.	132-51	Admin. Specialist	$21.45	$26.42
3.	132-51	Administrative Coordinator	$44.87	$55.27
4.	132-51	Data Communication Spec.	$44.87	$55.27
5.	132-51	Data Entry Technician	$21.45	$26.42
6.	132-51	Acquisition Mgt. Specialist	$44.87	$55.27
7.	132-51	Senior Acquisition Mgt. Specialist	$57.74	$71.14
8.	132-51	Specialized ADP Specialist	$81.13	$99.95
9.	132-51	Senior Specialized ADP Specialist	$94.79	$109.91
10.	132-51	Acquisition Specialist I	$44.87	$55.27
11.	132-51	Acquisition Specialist II	$57.74	$71.14
12.	132-51	Acquisition Specialist III	$71.01	$87.46
13.	132-51	Acquisition Specialist IV	$81.13	$99.96
14.	132-51	Financial Management Specialist I	$44.87	$55.27
15.	132-51	Financial Management Specialist II	$57.74	$71.14
16.	132-51	Graphics Specialist	$44.87	$55.27
17.	132-51	Configuration Management Specialist	$53.84	$66.23
18.	132-51	Senior Configuration Management Specialist	$69.31	$85.39
19.	132-51	ADP Budget Analyst	$44.87	$55.27
20.	132-51	Senior ADP Budget Analyst	$57.74	$71.14
21.	132-51	Functional Area Analyst	$44.87	$55.27
22.	132-51	Information System Analyst I	$69.31	$85.39
23.	132-51	Information System Analyst II	$85.21	$104.96
24.	132-51	Logistician I	$57.74	$71.14
25.	132-51	Logistician II	$71.01	$87.46
26.	132-51	Project Control Manager	$81.13	$99.95
27.	132-51	Project Leader	$81.13	$99.95
28.	132-51	Quality Assurance Specialist	$69.31	$85.39
29.	132-51	ADP Test & Evaluation Specialist	$44.87	$55.27

SCHEDULE PRICELIST

Modern Technologies Corporation
Year 4 - Labor Rates

			Effective 2/20/01 – 2/19/02 Gov Facility	MTC Facility
	SIN #	**Labor Category**	**GSA**	**GSA**
30.	132-51	ADP Instructor	$57.74	$71.14
31.	132-51	Junior ADP Technical Writer	$34.53	$42.55
32.	132-51	ADP Technical Writer/Editor	$69.31	$85.39
33.	132-51	Engineer	$49.80	$59.55
34.	132-51	Business Engineer	$69.31	$85.39
35.	132-51	Senior Business Engineer	$85.21	$104.96
36.	132-51	Communications Engineer/Specialist I	$69.31	$85.39
37.	132-51	Communications Engineer/Specialist II	$77.25	$95.16
38.	132-51	Communications Engineer/Specialist III	$85.21	$104.96
39.	132-51	Computer Systems Engineer/Analyst I	$53.84	$66.23
40.	132-51	Computer Systems Engineer/Analyst II	$69.31	$85.39
41.	132-51	Computer Systems Engineer/Analyst III	$85.21	$104.96
42.	132-51	Specialty Engineer I	$69.31	$85.39
43.	132-51	Specialty Engineer II	$85.21	$104.96
44.	132-51	Specialty Engineer III	$94.79	$109.91
45.	132-51	Scientific/Engineer Professional I	$69.31	$85.39
46.	132-51	Scientific/Engineer Professional II	$85.21	$104.96
47.	132-51	Scientific/Engineer Professional III	$94.79	$109.91
48.	132-51	Systems Engineer	$69.31	$85.39
49.	132-51	Senior Systems Engineer	$85.21	$104.96
50.	132-51	Cost Analyst	$44.87	$55.27
51.	132-51	Senior Cost Analyst	$57.74	$71.14
52.	132-51	Program Analyst	$57.74	$71.14
53.	132-51	Senior Functional Area Analyst	$57.74	$71.14
54.	132-51	Systems Analyst	$53.84	$66.23
55.	132-51	Senior Systems Analyst	$69.31	$85.39

Note: All Labor Categories include the 1% Industrial Funding Fee

SCHEDULE PRICELIST

Modern Technologies Corporation
Year 5 - Labor Rates

	SIN #	Labor Category	Effective 2/20/02 – 2/19/03 Gov Facility GSA	 MTC Facility GSA
1.	132-51	Admin. Assistant	$22.09	$27.21
2.	132-51	Admin. Specialist	$22.09	$27.21
3.	132-51	Administrative Coordinator	$46.22	$56.93
4.	132-51	Data Communication Spec.	$46.22	$56.93
5.	132-51	Data Entry Technician	$22.09	$27.21
6.	132-51	Acquisition Mgt. Specialist	$46.22	$56.93
7.	132-51	Senior Acquisition Mgt. Specialist	$59.47	$73.27
8.	132-51	Specialized ADP Specialist	$83.56	$102.95
9.	132-51	Senior Specialized ADP Specialist	$97.63	$113.21
10.	132-51	Acquisition Specialist I	$46.22	$56.93
11.	132-51	Acquisition Specialist II	$59.47	$73.27
12.	132-51	Acquisition Specialist III	$73.14	$90.08
13.	132-51	Acquisition Specialist IV	$83.56	$102.96
14.	132-51	Financial Management Specialist I	$46.22	$56.93
15.	132-51	Financial Management Specialist II	$59.47	$73.27
16.	132-51	Graphics Specialist	$46.22	$56.93
17.	132-51	Configuration Management Specialist	$55.46	$68.22
18.	132-51	Senior Configuration Management Specialist	$71.39	$87.95
19.	132-51	ADP Budget Analyst	$46.22	$56.93
20.	132-51	Senior ADP Budget Analyst	$59.47	$73.27
21.	132-51	Functional Area Analyst	$46.22	$56.93
22.	132-51	Information System Analyst I	$71.39	$87.95
23.	132-51	Information System Analyst II	$87.77	$108.11
24.	132-51	Logistician I	$59.47	$73.27
25.	132-51	Logistician II	$73.14	$90.08
26.	132-51	Project Control Manager	$83.56	$102.95
27.	132-51	Project Leader	$83.56	$102.95
28.	132-51	Quality Assurance Specialist	$71.39	$87.95
29.	132-51	ADP Test & Evaluation Specialist	$46.22	$56.93

SCHEDULE PRICELIST

Modern Technologies Corporation
Year 5 - Labor Rates

			Effective 2/20/02 – 2/19/03 Gov Facility	MTC Facility
	SIN #	**Labor Category**	**GSA**	**GSA**
30.	132-51	ADP Instructor	$59.47	$73.27
31.	132-51	Junior ADP Technical Writer	$35.57	$43.83
32.	132-51	ADP Technical Writer/Editor	$71.39	$87.95
33.	132-51	Engineer	$51.29	$61.34
34.	132-51	Business Engineer	$71.39	$87.95
35.	132-51	Senior Business Engineer	$87.77	$108.11
36.	132-51	Communications Engineer/Specialist I	$71.39	$87.95
37.	132-51	Communications Engineer/Specialist II	$79.57	$98.01
38.	132-51	Communications Engineer/Specialist III	$87.77	$108.11
39.	132-51	Computer Systems Engineer/Analyst I	$55.46	$68.22
40.	132-51	Computer Systems Engineer/Analyst II	$71.39	$87.95
41.	132-51	Computer Systems Engineer/Analyst III	$87.77	$108.11
42.	132-51	Specialty Engineer I	$71.39	$87.95
43.	132-51	Specialty Engineer II	$87.77	$108.11
44.	132-51	Specialty Engineer III	$97.63	$113.21
45.	132-51	Scientific/Engineer Professional I	$71.39	$87.95
46.	132-51	Scientific/Engineer Professional II	$87.77	$108.11
47.	132-51	Scientific/Engineer Professional III	$97.63	$113.21
48.	132-51	Systems Engineer	$71.39	$87.95
49.	132-51	Senior Systems Engineer	$87.77	$108.11
50.	132-51	Cost Analyst	$46.22	$56.93
51.	132-51	Senior Cost Analyst	$59.47	$73.27
52.	132-51	Program Analyst	$59.47	$73.27
53.	132-51	Senior Functional Area Analyst	$59.47	$73.27
54.	132-51	Systems Analyst	$55.46	$68.22
55.	132-51	Senior Systems Analyst	$71.39	$87.95

Note: All Labor Categories include the 1% Industrial Funding Fee

DISCOUNTS UNDER THIS BPA

Value	Discount
One million up to but not including two million	5%
Two million up to but not including five million	7%
Five million and above	10%

The value is determined by dividing the funded amount of the labor portion of each task order by the duration in years and fractions thereof.

IT PROFESSIONAL SERVICE CATEGORY DESCRIPTIONS

The following descriptions identify the primary types of Information Technology Service offered under Special Item No. 132-51:

1.0 Personnel Qualifications

The following paragraphs establish required qualifications for the corresponding labor categories. Registration as a Professional Engineer within state of principal execution of the task order, in the particular specialty, is considered equivalent to a Bachelor's degree. Equivalents to a Bachelor's and Master's degrees are discussed in individual categories or as follows:

When a specific labor category defines an amount of years experience as a substitute for an educational degree, only one degree may be substituted for each defined experience period. If the number of years experience is not provided as a substitute for an educational degree in a labor category, then a minimum of five (5) additional years of specialized experience is required. If a request for substitution of two degrees is submitted, then ten (10) additional years of specialized experience (five for each degree) must be provided in the nominee's work experience documentation (resume). Additional degrees may also be considered as a substitute for a lack of required experience tenure. An additional degree may substitute for the lack of two or fewer required years of experience.

1. Administrative Assistant

Minimum/General Experience

This individual shall have two (2) years experience in typing, data entry, word processing, computer graphics, filing, copying, telephone answering, mail distribution, and other clerical support activities, such as maintaining reader files and suspense and documentation logs. Individual shall be knowledgeable in use of current word processing, spreadsheet, and graphical software products.

Functional Responsibility

The individual provides typing, data entry, word processing, computer graphics, filing, copying, telephone answering, mail distribution, and other clerical support activities as required.

Minimum Education

This individual shall have a high school diploma.

2. Administrative Specialist

Minimum/General Experience

This individual shall have two (2) years experience in clerical support activities and two (2) years experience in coordinating and executing administrative, office management, and organizational functions of the delivery order. The Administrative Specialist shall also perform all duties associated with the Administrative Assistant labor category.

Functional Responsibility

The individual provides clerical support activities and coordinates and executes administrative, office management, and organizational functions of the organization.

Minimum Education

This individual shall have a high school diploma.

3. Administrative Coordinator

Minimum/General Experience

This individual shall have four (4) years experience in general office support activities and two (2) years experience in coordinating and executing administrative, office management, and organizational functions. This individual is responsible for scheduling, monitoring, and supervision of all on-site administrative contractor personnel proposed in the individual task order.

Functional Responsibility

The individual schedules, monitors, and supervises all on-site administrative contractor personnel proposed in the individual task order. As a member of the project team, generally performs work toward defined project objectives under the general direction of more senior personnel. Project tasks objectives are defined in broad terms and latitude in technical approach is expected. Has some independence for unreviewed action or decision. May provide technical or project guidance to other employees on portion of project effort. May also work independently, with responsibility for analysis of problems requiring application of a knowledge base of the area of specialization. Accomplishes data gathering and analysis in assigned area of responsibility (i.e., logistics, manufacturing, cost, etc.). Presents plans, recommendations, analyses, and other advice within a broad functional area to customers, and all employee levels within the project. Prepares studies, plans, and analyses in support of the delivery order. The Administrative Coordinator will also perform all duties associated with the Administrative Specialist and Administrative Assistant labor categories.

Minimum Education

This individual shall have a high school diploma.

4. Data Communications Specialist

Minimum/General Experience

At least 3 years experience providing systems analyses and feasibility studies concerning data communications and communications networks.

Functional Responsibility

The individual participates in systems analyses and feasibility studies concerning data communications and communications networks. Plans, coordinates, and participates in design, acquisition, and implementation of data communications systems. Analyzes proposed and existing ADP applications, particularly in the areas of general accounting, in terms of data communications requirements and costs. Prepares studies and gives presentations on updated data communications concepts. Prepares, or participates in preparing, functional specifications for acquiring commercially-available data communications facilities. Consults with user management to assure proper problem identification and that solution meets requirements. As a member of the project team, generally performs work toward defined project objectives under the general direction of more senior personnel. Project tasks objectives are defined in broad terms and latitude in technical approach is expected. Has some independence for unreviewed action or decision. May provide technical or project guidance to other employees on portion of project effort. May also work independently, with responsibility for analysis of problems requiring application of a knowledge base of the area of specialization. Accomplishes data gathering and analysis in assigned area of responsibility (i.e., logistics,

manufacturing, cost, etc.). Presents plans, recommendations, analyses, and other advice within a broad functional area to customers, and all employee levels within the project. Prepares studies, plans, and analyses in support of the delivery order.

Minimum Education

Bachelor's degree in appropriate discipline, or 8 years experience with some college and/or technical training required. Certification by Professional Society may be substituted for Bachelor's degree.

5. Data Entry Technician

Minimum/General Experience

Individual shall have documented training and work experience equivalent to one (1) year with an automated system. Basic knowledge of the use, operation, and capabilities of an automated office system is essential. This knowledge must encompass data entry, report and chart generation, and data base maintenance. Individual must know how to use and operate peripherals such as terminals and printers and any other devices in use on the system to which he or she will be initially assigned.

Functional Responsibility

The individual provides support using an automated system, which encompasses data entry, report and chart generation, data base maintenance, and peripherals such as terminals and printers.

Minimum Education

The Individual shall have a high school diploma.

6. Acquisition Management Specialist

Minimum/General Experience

The individual shall have two (2) years experience in the disciplines of acquisition and budget process, program management, and program management system support. This experience includes financial management, planning, scheduling, estimating, budgeting, analyzing, forecasting, and conducting program management reviews.

Functional Responsibility

The individual conducts program management reviews, and provides financial management, planning, scheduling, estimating, budgeting, analyzing, and forecasting support. Has some independence for unreviewed action or decision. May provide technical or project guidance to other employees on portion of project effort. May also work independently, with responsibility for analysis of problems requiring application of a

knowledge base of the area of specialization. Accomplishes data gathering and analysis in assigned area of responsibility (i.e., logistics, manufacturing, cost, etc.). Presents plans, recommendations, analyses, and other advice within a broad functional area to customers, and all employee levels within the project.

Minimum Education

A Bachelor's degree from an accredited university in a business, management, economics, engineering, or related technical discipline is required.

7. Senior Acquisition Management Specialist

Minimum/General Experience

The individual shall have six (6) years experience in the disciplines of acquisition and budget process, program management, and program management system support. This experience includes financial management, planning, scheduling, estimating, budgeting, analyzing, forecasting, and conducting program management reviews.

Functional Responsibility

The individual conducts program management reviews, and provides financial management, planning, scheduling, estimating, budgeting, analyzing, and forecasting support. Develops analytical and computational techniques, and methodologies for problem solution. Assigned as group leader on some projects with full responsibility for technical and project direction of work group. May also work independently, or as part of team, with responsibility for analysis of problems requiring application of a broad spectrum of the knowledge base of the area of specialization. Accomplishes data gathering and analysis in assigned area of responsibility (i.e., logistics, manufacturing, cost, etc.). Prepares studies, plans, and analyses in the delivery order.

Minimum Education

A Bachelor's degree from an accredited university in a business, management, economics, engineering, or related technical discipline is required.

8. Specialized ADP Specialist

Minimum/General Experience

This individual shall have ten (10) years of progressive experience in the field of expertise required by a task order.

Functional Responsibility

The individual provides technical and/or functional guidance reflecting detailed, expert knowledge of a specific area or function and performs elaborate analyses and studies reporting both orally and in writing to the contractor management and government representatives. Performs work under broad direction concerning general project goals. Generally operates with wide latitude for unreviewed action or decision. Advises/assists employees in their activities in supporting customer delivery order requirements. Ensures that facilities, training, and supplies are available for all employees under his/her responsibility. Leads/directs in-depth research in support of studies and analyses.

Minimum Education

This individual shall have a high school diploma.

9. Senior Specialized ADP Specialist

Minimum/General Experience

This individual shall have ten (10) years of progressive experience in the field of expertise required by a task order. This individual shall serve as a senior technical expert in areas relevant to the project. Shall produce/review substantive and/or complex technical documentation reflecting detailed knowledge of technical areas. Documentation subjects shall include but are not limited to systems design, system architecture, feasibility studies, and system specifications. Individual shall interface with government management personnel and report both orally and in writing to the contractor management and government representatives.

Functional Responsibility

This individual shall serve as a senior technical expert in areas which include, but are not limited to, systems design, system architecture, feasibility studies, and system specifications. Performs work under broad direction concerning matters within his/her field of specialization. Generally works independently, or as part of team, with responsibility for analysis of problems requiring extremely high levels of technical experience and expertise. Generally assigned to tasks which are at the edge of the state of the art or involve significant complexity. May direct engineers and other support personnel on a task basis. Prepares studies, plans, and analyses in support of the delivery order. Presents and discusses specific approaches to meeting customer needs.

Minimum Education

A Bachelor's degree from an accredited university in a management, engineering, computers, business, or related technical discipline is required.

10. Acquisition Specialist I

Minimum/General Experience

Two (2) years working experience in a technical or administrative discipline relating to the delivery order. Working knowledge and/or familiarity with the systems acquisition process, including pertinent Military Standards. Working knowledge and/or familiarity with the contract holder's internal administrative system including the word processing, spreadsheet, and database systems used to support the delivery order.

Functional Responsibility

The individual provides acquisition support for the systems acquisition process. The individual works with the contract holder's internal administrative system including the word processing, spreadsheet, and database systems used to support the DELIVERY ORDER. As a member of the project team, generally performs work toward defined project objectives under the general direction of more senior personnel. Project tasks objectives are defined in broad terms and latitude in technical approach is expected. Has some independence for unreviewed action or decision. May provide technical or project guidance to other employees on portion of project effort. May also work independently, with responsibility for analysis of problems requiring application of a knowledge base of the area of specialization. Accomplishes data gathering and analysis in assigned area of responsibility (i.e., acquisition security, logistics, manufacturing, cost, etc.). Presents plans, recommendations, analyses, and other advice within a broad functional area to customers, and all employee levels within the project.

Minimum Education

High School Diploma or equivalent.

11. Acquisition Specialist II

Minimum/General Experience

Eight (8) years working experience in a technical, administrative, or program management discipline relating to the delivery order. Working knowledge and/or familiarity with the systems acquisition process, including pertinent Military Standards.

Functional Responsibility

The individual provides acquisition support for the systems acquisition process. The individual provides technical, administrative, (including acquisition security) or program management support for disciplines related to the delivery order. Performs work under broad direction concerning project goals. Generally assigned as team leader on complex tasks or those which will require significant interaction of various technical disciplines. May also work independently, or as part of team, with responsibility for analysis of problems requiring extremely high levels of technical or managerial experience and

expertise. Prepares studies, plans, and analyses in support of the delivery order. May conduct in-depth research in support of studies and analyses.

Minimum Education

Bachelor's degree in an appropriate technical or business discipline is required.

12. Acquisition Specialist III

Minimum/General Experience

Fifteen (15) years of working experience in project/program management engineering, business analysis, financial analysis, systems functional analysis, quality management, database development, organizational strategic planning, or data administration/ standardization, or other technical, administrative or program management disciplines related to the delivery order.

Functional Responsibility

The individual provides acquisition support and advice for project/program management, engineering, business analysis, financial analysis, systems functional analysis, quality management, database development, organizational strategic planning, data administration/standardization, or other technical, administrative or program management disciplines related to the delivery order. Performs work under broad direction concerning general project goals. Generally assigned as team leader on complex tasks or those which will require significant interaction of various technical disciplines. May also work independently, or as part of team, with responsibility for analysis of problems requiring extremely high levels of engineering experience and expertise. Prepares studies, plans, and analyses in support of the delivery order. May conduct in-depth research in support of studies and analyses.

Minimum Education

Bachelor’s degree and Master’s degree in an appropriate technical or business discipline is required. An additional five (5) years of experience in systems engineering or systems acquisition management may be substituted for a Master’s degree.

13. Acquisition Specialist IV

Minimum/General Experience

Twenty (20) years of working experience in project/program management, systems engineering, business analysis, financial analysis, systems functional analysis, quality management, database development, organizational planning, data administration/ standardization, or other technical, administrative or program management disciplines

related to the delivery order. Specific experience in a minimum of one of the following areas is required:

Evaluating, developing, and improving information architectures using BR/BPI methods and modeling techniques. Developing 'as-is' and 'to-be' case models and performing cases analysis using the either government-approved modeling techniques and/or COTS object oriented technology. Formal advanced training in modeling and simulation is required.

Facilitation, team building, and long-range project planning, and/or hands-on facilitation and technography, experienced in using COTS groupware in a workshop environment (i.e., includes at least 15 "workshop days"). Formal facilitator and GroupWare training is required.

Data modeling techniques, data standardization, relational database design and management systems, data dictionaries, and/or data quality management methodologies and formal advanced training in FIPS Pub 184 methodology is required.

Functional Responsibility

The individual provides expert advice and support in the areas of engineering, business analysis, systems functional analysis, quality management, database development, organizational strategic planning, data administration/standardization, or other technical, administrative or program management disciplines related to the delivery order. Performs work under broad direction concerning general project goals. Generally assigned as team leader on complex tasks or those which will require significant interaction of various technical disciplines. May also work independently, or as part of team, with responsibility for analysis of problems requiring extremely high levels of engineering experience and expertise. Prepares studies, plans, and analyses in support of the delivery order.

Minimum Education

A Bachelor's and Master's degree in an appropriate technical or business discipline is required. An additional five (5) years of experience in systems engineering or systems acquisition management may be substituted for a Master's degree.

14. Financial Management Specialist I

Minimum/General Experience

Two (2) years working experience in financial management (cost, budget, audits, accounting, schedule analysis, etc.). Extensive working knowledge and/or familiarity with program planning, integration, scheduling (critical path, float calculation, and integrated master schedule analysis), budget planning and formulation, and cost analysis. Must

have a working knowledge and/or familiarity with the automated cost reporting and scheduling hardware and software used to support the delivery order.

Functional Responsibility

The individual provides financial support for program planning, scheduling (critical path, float calculation, and integrated master schedule analysis); budget planning and formulation (including financial accounting/contract reconciliation); and cost analysis and documentation responsibilities. The individual uses the automated cost reporting and scheduling hardware and software used to support the delivery order. As a member of the project team, generally performs work toward defined project objectives under the general direction of more senior personnel. Project tasks objectives are defined in broad terms and latitude in technical approach is expected. Has some independence for unreviewed action or decision. May provide technical or project guidance to other employees on portion of project effort. May also work independently, with responsibility for analysis of problems requiring application of a knowledge base of the area of specialization. Accomplishes data gathering and analysis in assigned area of responsibility (i.e., logistics, manufacturing, cost, etc.). Presents plans, recommendations, analyses and other advice within a broad functional area to customers, and all employee levels within the project. Prepares studies, plans, and analyses in support of the delivery order.

Minimum Education

Bachelor's degree in business administration, management, accounting, finance, public administration, operations research, economics, math, or other delivery order related disciplines is required.

15. Financial Management Specialist II

Minimum/General Experience

Six (6) years working experience in financial management (cost, budget, audits, schedule, etc.). Extensive working knowledge and/or familiarity with program planning, scheduling (critical path, float calculation, and integrated master schedule analysis); budget planning and formulation; and cost analysis. Working knowledge and/or familiarity with the automated cost reporting and scheduling hardware and software used to support the delivery order.

Functional Responsibility

The individual provides financial support for program planning, scheduling (critical path, float calculation, and integrated master schedule analysis); budget planning and formulation (PPBS); and cost analysis and documentation responsibilities. The individual uses the automated cost reporting and scheduling hardware and software used to support the delivery order. Performs work under broad direction concerning general project and business unit goals. Generally assigned as team leader on complex tasks or

those which will require significant interaction of various technical disciplines. Provides administrative and technical direction to personnel assigned. May also work independently, or as part of team, with responsibility for analysis of problems requiring extremely high levels of technical or managerial experience and expertise. Prepares studies, plans, and analyses in support of the delivery order.

Minimum Education

Bachelor's and Master's degree in business administration, management, accounting, finance, public administration, operations research, economics, math, or other delivery order related discipline is required.

16. Graphics Specialist

Minimum/General Experience

This individual shall have one (1) year experience managing a graphics office, troubleshooting graphics hardware/software, training, and designing computer graphics, including business presentations and desktop publishing. The experience shall include ability to create formal and informal graphics such as charts, graphics, briefings, computer-room layouts, system architecture charts, billboard-sized displays for conferences, and multimedia presentations incorporating music/narration, 3D drawings and animation.

Functional Responsibility

The individual assists in the management of graphics support, troubleshoots graphics hardware/software, trains, and designs computer graphics, including business presentations and desktop publishing.

Minimum Education

An Associate’s degree from an accredited university in commercial art, graphics art or related discipline is required.

17. Configuration Management Specialist

Minimum/General Experience

This individual shall have two (2) years working experience in hardware and/or software configuration management. This experience shall include developing and maintaining configuration management plans, and scheduling and documenting all configuration management reviews. This individual shall be capable of monitoring the configuration control process and ensuring that procedures comply with organizational specifications. This individual shall be highly knowledgeable of development techniques, change control processes, configuration audits and Government regulations, manuals, technical orders,

standards, and industry publications related to configuration/data management required to perform the task.

Functional Responsibility

The individual provides configuration management, develops and maintains configuration management plans, and schedules and documents all configuration management reviews. As a member of the project team, generally performs work toward defined project objectives under the general direction of a more senior employee. Project tasks objectives are defined by senior employee, but latitude in technical approach is expected. Has some independence for unreviewed action or decision. May provide technical or project guidance to other employees on portion of project effort. May also work independently, with responsibility for analysis of problems requiring application of a knowledge base of the area of specialization. Accomplishes data gathering and analysis in assigned area of responsibility (i.e., logistics, manufacturing, cost, etc.). Presents plans, recommendations, analyses, and other advice within a broad functional area to his/her customers, and all employee levels within the project. Prepares studies, plans, and analyses in support of the delivery order.

Minimum Education

A Bachelor's degree from an accredited university in computer science, or related technical discipline is required.

18. Senior Configuration Management Specialist

Minimum/General Experience

This individual shall have six (6) years working experience in hardware and/or software configuration management. This experience shall include developing and maintaining configuration management plans, and scheduling and documenting all configuration management reviews. This individual shall be capable of monitoring the configuration control process and ensuring that procedures comply with organizational specifications. This individual shall be highly knowledgeable of development techniques, change control processes, configuration audits and Government regulations, manuals, technical orders, standards, and industry publications related to configuration/data management required to perform the task.

Functional Responsibility

This individual plans, monitors, and directs configuration management. This includes developing and maintaining configuration management plans, and scheduling and documenting all configuration management reviews. Performs work toward defined project objectives. Develops work plans and project internal controls. As a member of the project team, works within general supervisory guidelines and controls. Generally operates with appreciable latitude for unreviewed action or decision. Assigned as group

leader on smaller projects with full responsibility for technical and project direction of work group. May also work independently, or as part of team, with responsibility for analysis of problems requiring application of a broad spectrum of the knowledge base of the area of engineering or technical specialization. Accomplishes data gathering and analysis in assigned area of responsibility. Prepares studies, plans, and analyses in support of the delivery order.

Minimum Education

A Bachelor's degree from an accredited university in computer science, or related technical discipline is required.

19. ADP Budget Analyst

Minimum/General Experience

This individual shall have two (2) years experience in procurement or business disciplines in the areas of budgeting, finance, statistical, and programming concepts; and comprehensive knowledge of financial, budgetary, statistical, and programming concepts, principles, policies, methodologies, and processes.

Functional Responsibility

The individual provides support for procurement/business disciplines in the areas of budgeting, finance, statistical, and programming concepts. As a member of the project team, generally performs work toward defined project objectives under the general direction of more senior personnel. Project tasks objectives are defined in broad terms and latitude in technical approach is expected. Has some independence for unreviewed action or decision. May provide technical or project guidance to other employees on portion of project effort. May also work independently, with responsibility for analysis of problems requiring application of a knowledge base of the area of specialization. Accomplishes data gathering and analysis in assigned area of responsibility (i.e., logistics, manufacturing, cost, etc.). Presents plans, recommendations, analyses, and other advice within a broad functional area to customers, and all employee levels within the project. Prepares studies, plans, and analyses in support of the delivery order.

Minimum Education

A Bachelor's degree from an accredited university in finance, accounting, or related discipline is required.

20. Senior ADP Budget Analyst

Minimum/General Experience

This individual shall have six (6) years experience in procurement or business disciplines

in the areas of budgeting, finance, statistical, and programming concepts as they relate to acquisition planning and budgeting, and finance, budgeting, statistical, and programming concepts, principles, policies, methodologies, and processes.

Functional Responsibility

The individual plans, directs, and monitors all support for procurement/business disciplines in the areas of budgeting, finance, statistical, and programming concepts. Performs work toward defined project objectives. Develops work plans and project internal controls. As a senior member of the project team, works within general supervisory guidelines and controls. Generally operates with appreciable latitude for unreviewed action or decision. Assigned as group leader on some projects with full responsibility for technical and project direction of work group. May also work independently, or as part of team, with responsibility for analysis of problems requiring application of a broad spectrum of the knowledge base of the area of specialization. Accomplishes data gathering and analysis in assigned area of responsibility (i.e., logistics, manufacturing, cost, etc.). Prepares studies, plans, and analyses in support of the delivery order.

Minimum Education

A Bachelor's degree from an accredited university in finance, accounting, or related discipline is required.

21. Functional Area Analyst

Minimum/General Experience

This individual shall have a minimum of four (4) years system experience in the respective functional area of the task order and have served as an active participant in analyzing, defining, and documenting functional area system requirements.

Functional Responsibility

The individual analyzes, defines, and documents functional area system requirements. As a member of the project team, generally performs work toward defined project objectives under the general direction of more senior personnel. Project tasks objectives are defined in broad terms and latitude in technical approach is expected. Has some independence for unreviewed action or decision. May provide technical or project guidance to other employees on portion of project effort. May also work independently, with responsibility for analysis of problems requiring application of a knowledge base of the area of specialization. Accomplishes data gathering and analysis in assigned area of responsibility (i.e., logistics, manufacturing, cost, etc.). Presents plans, recommendations, analyses, and other advice within a broad functional area to customers, site managers, and all employee levels within the project. Prepares studies, plans, and analyses in support of the delivery order.

Minimum Education

This individual shall be knowledgeable of functional area regulations, manuals, technical orders, and standards.

22. Information Systems Analyst I

Minimum/General Experience

Five (5) or more years experience in evaluating, developing and/or analyzing information systems (IS) or information technology (IT) applied to information architectures. This should include the use of client-server systems, distributed data bases, both wide-area and local-area communications.

Functional Responsibility

The individual evaluates, develops, and analyzes IS and IT systems, including client-server systems, distributed data bases, both wide-area and local-area communications. Performs work toward defined project objectives. Develops work plans and project internal controls. As a member of the project team, works within general supervisory guidelines and controls. Generally operates with appreciable latitude for unreviewed action or decision. Assigned as group leader on smaller projects with full responsibility for technical and project direction of work group. May also work independently, or as part of team, with responsibility for analysis of problems requiring application of a broad spectrum of the knowledge base of the area of engineering or technical specialization. Accomplishes data gathering and analysis in assigned area of responsibility. Prepares studies, plans, and analyses in support of the delivery order. May conduct in-depth research in support of studies and analyses.

Minimum Education

Bachelor's degree in a related technical discipline (i.e., information systems, computer science, business, or engineering) is required.

23. Information Systems Analyst II

Minimum/General Experience

Ten (10) or more years experience in evaluating, developing, and/or analyzing information systems (IS) or information technology (IT) applied to information architectures. This should include the use of client-server systems, distributed data bases, both wide-area and local-area communications.

Functional Responsibility

The individual evaluates, develops, and analyzes IS and IT systems, including client-server systems, distributed data bases, both wide-area and local-area communications.

May lead process and data modeling and data standardization tasks in support of planning and analysis efforts. Performs work under broad direction concerning general project goals. Generally assigned as team leader on complex tasks or those which will require significant interaction of various technical disciplines. Provides administrative and technical direction to personnel assigned. May also work independently, or as part of team, with responsibility for analysis of problems requiring extremely high levels of engineering experience and expertise. Prepares studies, plans, and analyses in support of the delivery order. May conduct in-depth research in support of studies and analyses.

Minimum Education

Bachelor's degree and Master's degree in a related technical discipline (i.e., information systems, computer science, business, or engineering) is required. An additional five (5) years experience in systems engineering, information systems engineering or systems acquisition management may be substituted for a Master's degree.

24. Logistician I

Minimum/General Experience

Five (5) years general experience to include acquisition knowledge and experience in the development of support documentation to include as a minimum, elements such as support equipment, technical orders, spares, supply support and computer resources support, process of evolving and establishing maintenance/support concepts, and knowledge of user's requirements and processes. Experience must also include Two (2) years specialized experience in acquisition logistics to include acquisition experience in the procurement and management processes of Support Equipment, Technical Orders, Spares, and Computer Resources, as well as an understanding and knowledge of the logistics associated R&M functions.

Functional Responsibility

The individual provides logistics expertise for the development of support documentation. Reviews contractor/supplier documentation and monitors progress in the logistics discipline. Performs work toward defined project objectives. Develops work plans and project internal controls. As a senior member of the project team, works within general supervisory guidelines and controls. Generally operates with appreciable latitude for unreviewed action or decision. Assigned as group leader on some projects with full responsibility for technical and project direction of work group. May also work independently, or as part of team, with responsibility for analysis of problems requiring application of a broad spectrum of the knowledge base of the area of specialization. Accomplishes data gathering and analysis in assigned area of responsibility (i.e., logistics, manufacturing, cost, etc.). Prepares studies, plans, and analyses in support of the delivery order.

Minimum Education

Bachelor's degree or, an additional three (3) years general and two (2) years of specialized acquisition experience may be substituted for the degree.

25. Logistician II

Minimum/General Experience

Ten (10) years of general acquisition experience must include working knowledge of user's requirements and processes; and familiarity with other MAJCOM processes.

Specialized experience must include supervisory or senior management level experience in the management of a complex acquisition logistics effort, and specialized or technical expertise in developing and reviewing documents (i.e. solicitation documents, logistics support plans, computer resources plans, etc.).

Functional Responsibility

The individual provides supervisory support for the management of logistics, and expert logistics advice for the development and reviewing of documentation. This includes developing documentation for RFPs. Also provides expert support for determining contractor program in the logistics discipline, including review of plans and status of activities. Performs work under broad direction concerning general project and business unit goals. Generally assigned as team leader on complex tasks or those which will require significant interaction of various technical disciplines. Provides administrative and technical direction to personnel assigned. May also work independently, or as part of team, with responsibility for analysis of problems requiring extremely high levels of technical or managerial experience and expertise. Prepares studies, plans, and analyses in support of the delivery order.

Minimum Education

Bachelor's degree and Master's degree or, an additional five (5) years of specialized acquisition experience, or certification as a Certified Professional Logistician may be substituted for the Master's degree.

26. Project Control Manager

Minimum/General Experience

The PCM is the single individual named by the contractor to manage all Delivery order efforts under this contract. This person will be the primary point of contact for the Government in all technical/management matters pertaining to this contract. The PCM shall have ten (10) years of general experience in business administration and six (6) years of specialized experience supervising and managing government projects.

Functional Responsibility

The PCM manages all Delivery order efforts under the contract. Organizes, directs, and coordinates planning and output of all the contractor's contract support activities. Meets with government management personnel, contractor managers, and customer representatives. Formulates and reviews strategic plans and deliverable items, determines contract costs, and ensures conformance with standards. Assigns, schedules, and reviews work of subordinates. Explains policies, purpose and goals of the organization to subordinates. Provides project goals, strategies, and overall work plans. Normally is final level of approval for company on technical issues. Performs work under broad direction concerning general project goals. Generally operates with wide latitude for unreviewed action or decision. Full responsibility for all personnel assigned to project teams. Advises/assists employees in their activities in supporting customer requirements across all functions within his/her business unit. Ensures that facilities, training, and supplies are available for all employees under his/her responsibility. Responsible for preparation of studies, plans, and analyses in support of the delivery order. Leads/directs in-depth research in support of studies and analyses.

Minimum Education

A Bachelor’s and a Master’s degree from an accredited university is required.

27. Project Leader

Minimum/General Experience

The project leader is the individual named by the contractor to manage the contractor's efforts under the delivery order. The project leader shall have seven (7) years of systems analysis and development experience in program management, systems engineering, and technical assistance of large systems integration programs, five (5) years of which are specialized experience supervising personnel in multi-disciplined teams performing development tasks.

Functional Responsibility

The project leader provides the working level managerial support for the contract, and makes the day-to-day-decisions for the project. Provides project goals, strategies, and overall work plans. Normally is final level of approval for company on technical issues. Performs work under broad direction concerning general project and business unit goals. Generally operates with wide latitude for unreviewed action or decision. Full responsibility for all personnel assigned to project teams. Advises/assists employees in their activities in supporting delivery order requirements. Ensures that facilities, training, and supplies are available for all employees under his/her responsibility. Responsible for preparation of studies, plans, and analyses in support of the delivery order. Leads/directs in-depth research in support of studies and analyses.

Minimum Education

A Bachelor's degree from an accredited university in computer science, information systems, engineering, business, or related technical discipline is required.

28. Quality Assurance Specialist

Minimum/General Experience

The individual shall have at least six (6) years experience in quality control/quality assurance management. This experience shall include implementing a program of reporting, tracking, and analyzing key metrics, monitoring quality procedures, and support for technical advisory and assistance services.

Functional Responsibility

The individual implements a program of reporting, tracking, and analyzing key software metrics; monitors quality procedures; and provides support for technical advisory and assistance services. Performs work toward defined project objectives. Develops work plans and project internal controls. As a member of the project team, works within general supervisory guidelines and controls. Generally operates with appreciable latitude for unreviewed action or decision. Assigned as group leader on smaller projects with full responsibility for technical and project direction of work group. May also work independently, or as part of team, with responsibility for analysis of problems requiring application of a broad spectrum of the knowledge base of the area of engineering or technical specialization. Accomplishes data gathering and analysis in assigned area of responsibility. Prepares studies, plans, and analyses in support of the delivery order.

Minimum Education

The individual shall have a high school diploma plus the required experience.

29. ADP Test and Evaluation Specialist

Minimum/General Experience

Individual shall have four (4) years experience in the test and evaluation of hardware and/or software development. This experience shall include developing and documenting test plans and procedures, conducting testing, and evaluating and documenting results.

Functional Responsibility

This individual provides test and evaluation of hardware and/or software development. This includes developing and documenting test plans and procedures, conducting testing, and evaluating and documenting results. As a member of the project team, generally performs work toward defined project objectives under the general direction of more senior personnel. Project tasks objectives are defined in broad terms and latitude in technical approach is expected. Has some independence for unreviewed action or

decision. May provide technical or project guidance to other employees on portion of project effort. May also work independently, with responsibility for analysis of problems requiring application of a knowledge base of the area of specialization. Accomplishes data gathering and analysis in assigned area of responsibility (i.e., logistics, manufacturing, cost, etc.). Presents plans, recommendations, analyses, and other advice within a broad functional area to customers, site managers, and all employee levels within the project. Prepares studies, plans, and analyses in support of the delivery order.

Minimum Education

Individual shall be highly knowledgeable in standards/regulations governing hardware and/or software acceptance test and evaluation.

30. ADP Instructor

Minimum/General Experience

This individual shall have at least five (5) years experience in developing and providing end-user training on computer hardware and applications software.

Functional Responsibility

The individual develops and provides end-user training on computer hardware and applications software. Performs work toward defined project objectives. Develops work plans and project internal controls. As a senior member of the project team, works within general supervisory guidelines and controls. Generally operates with appreciable latitude for unreviewed action or decision. Assigned as group leader on some projects with full responsibility for technical and project direction of work group. May also work independently, or as part of team, with responsibility for analysis of problems requiring application of a broad spectrum of the knowledge base of the area of specialization. Accomplishes data gathering and analysis in assigned area of responsibility (i.e., logistics, manufacturing, cost, etc.). Prepares studies, plans, and analyses in support of the delivery order.

Minimum Education

A Bachelor's degree in any field may substitute for two (2) years experience.

31. ADP Technical Writer/Editor

Minimum/General Experience

This individual shall have five (5) years general experience in the field of technical writing/editing with at least two (2) years of specialized experience in planning,

developing, maintaining, rewriting, and producing computer software related documentation including tailoring style and readability to user requirements.

Functional Responsibility

The individual provides technical writing/editing in the planning, developing, maintaining, rewriting, and producing of computer software related documentation. Performs work toward defined project objectives. Develops work plans and project internal controls. As a member of the project team, works within general supervisory guidelines and controls. Generally operates with appreciable latitude for unreviewed action or decision. Assigned as group leader on smaller projects with full responsibility for technical and project direction of work group. May also work independently, or as part of team, with responsibility for analysis of problems requiring application of a broad spectrum of the knowledge base of the area of engineering or technical specialization. Accomplishes data gathering and analysis in assigned area of responsibility. Prepares studies, plans, and analyses in support of the delivery order.

Minimum Education

A Bachelor's degree from an accredited university is required.

32. Junior ADP Technical Writer

Minimum/General Experience

This individual shall have two (2) years experience developing, editing, and producing technical and graphic documentation for computer systems. Reviews and edits written and graphic technical materials, including system configuration documentation, studies, reports and other presentation graphics. This individual shall ensure compliance with standards of style and format, good usage of English, and overall structure and organization of material.

Functional Responsibility

The individual develops, edits, and produces technical and graphic documentation for computer systems. Performs work toward defined project objectives under the specific direction of more senior personnel, generally as a member of a project team. Work efforts are defined by senior personnel, and regular progress reviews are accomplished. May provide some technical or project input to other employees on portion of project effort. May also work independently, with responsibility for analysis of problems requiring application of a knowledge base of the area of specialization. Is not responsible for the work of others. Accomplishes data gathering and preliminary analysis in assigned area of responsibility (i.e., logistics, manufacturing, cost, etc.). Presents plans, recommendations, analyses, and other advice within a broad functional area to his/her customers after coordination supervisor. Prepares documentation in support of internal and external customers under the supervision of a senior employee.

Minimum Education

A high school diploma is required.

33. Engineer

Minimum/General Experience

The individual must collect, analyze, and interpret data in order to solve problems requiring a professional level of engineering or technical knowledge in a specific discipline and/or program (as required by the delivery order). The individual must have an entry level knowledge in the particular field of technical specialization or learning, acquired by a prolonged course of specialized intellectual instruction and study.

Functional Responsibility

The individual collects, analyzes, and interprets data in order to solve problems requiring a professional level of engineering or technical knowledge in a specific discipline relevant to the delivery order. Performs work toward defined project objectives under the specific direction of a more senior employee, generally as a member of a project team. Work efforts are defined by senior employee, and regular progress reviews are accomplished. Generally assigned to defined portions of tasks. May provide technical or project guidance to other employees on portion of project effort. May also work independently, with responsibility for analysis of problems requiring application of a knowledge base of the area of engineering or technical specialization. Is not responsible for the work of others. Accomplishes data gathering and preliminary analysis in assigned area of responsibility. Presents plans, recommendations, analyses, and other advice within a broad functional area to customers, task manager, and all employee levels within the project. Prepares documentation in support of internal and external customers under the supervision of a senior employee.

Minimum Education

The individual shall have a Bachelor's degree in an appropriate engineering or scientific discipline, or an Associate's degree with three years experience, or four years experience with some college. Certification by a Professional Society or Professional Engineer's License may be substituted for the Bachelor's degree.

34. Business Engineer

Minimum/General Experience

This individual shall have at least four (4) years experience as a business engineer.

Functional Responsibility

This individual provides business analysis methodology and business case analysis to conduct business process modernization projects. Applies, as appropriate, activity and data modeling, transaction flow analysis, internal control and risk analysis, activity cost-based analysis, economic and investment analysis, and modern business methods and performance measurement techniques. 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. Performs work toward defined project objectives. Develops work plans and project internal controls. As a member of the project team, works within general supervisory guidelines and controls. Generally operates with appreciable latitude for unreviewed action or decision. Assigned as group leader on smaller projects with full responsibility for technical and project direction of work group. May also work independently, or as part of team, with responsibility for analysis of problems requiring application of a broad spectrum of the knowledge base of the area of engineering or technical specialization. Accomplishes data gathering and analysis in assigned area of responsibility. Prepares studies, plans, and analyses in support of the delivery order. May conduct in-depth research in support of studies and analyses.

Minimum Education

Shall have a Bachelor's degree from an accredited university in computer science, information systems, engineering, business, or related technical discipline.

35. Senior Business Engineer

Minimum/General Experience

This individual shall have at least eight (8) years experience as a business engineer, or other delivery order related discipline. This individual shall be capable of using business analysis tools such as IDEF to conduct business process modernization projects. Shall be capable of applying, as appropriate, activity and data modeling, transaction flow analysis, internal control and risk analysis, activity cost-based analysis, economic and

investment analysis, and modern business methods and performance measurement techniques. Shall be capable of developing and applying organization-wide information models for use in designing and building integrated, shared software, and database management systems. Shall be capable of constructing sound, logical business improvement opportunities.

Functional Responsibility

The individual provides business engineering support. Performs work under broad direction concerning general project and business unit goals. Generally assigned as team leader on complex tasks or those which will require significant interaction of various technical disciplines. Provides administrative and technical direction to personnel assigned. May also work independently, or as part of team, with responsibility for analysis of problems requiring extremely high levels of engineering experience and expertise. Prepares studies, plans, and analyses in support of DELIVERY ORDER.

Minimum Education

A Master's degree from an accredited university in computer science, information systems, engineering, business or related technical discipline is required.

36. Communications Engineer/Specialist I

Minimum/General Experience

Two (2) years working experience in a technical or scientific field relating to specific communications applications. A working knowledge and/or familiarity with the systems acquisition process and methodologies for the accomplishment of special studies and advanced planning; operational communications systems and ongoing/projected improvements; specific frequency threats and threat assessments, modeling, and simulations; system performance prediction methodology and propagation theory; stressed environments (noise jamming, nuclear perturbation); signal processing algorithms, message protocols, mission planning scenarios, and transmit/receive parameterization database requirements; and COMSEC cryptologic key management, manipulation, and interfacing.

Functional Responsibility

The individual provides support for special studies and advanced planning; operational communications systems, and ongoing/projected improvements; specific frequency threats and threat assessments, modeling and simulations, system performance prediction methodology and propagation theory; stressed environments (noise jamming, nuclear perturbation); signal processing algorithms, message protocols, mission planning scenarios, and transmit/receive parameterization database requirements; and COMSEC cryptologic key management, manipulation and interfacing. Performs work toward defined project objectives. Develops work plans and project internal controls. As a member of the project team, works within general supervisory guidelines and controls. Generally operates with appreciable latitude for unreviewed action or decision. Assigned as group leader on smaller projects with full responsibility for technical and project direction of work group. May also work independently, or as part of team, with responsibility for analysis of problems requiring application of a broad spectrum of the knowledge base of the area of engineering or technical specialization. Accomplishes data gathering and analysis in assigned area of responsibility. Prepares studies, plans, and analyses in support of the delivery order. May conduct in-depth research in support of studies and analyses.

Minimum Education

Bachelor's degree in a technical or scientific field relating to the delivery order. Acceptable substitute for the Bachelor’s degree is an additional three (3) years of related experience and an Associate’s degree in a technical or scientific field relating to the delivery order.

37. Communications Engineer/Specialist II

Minimum/General Experience

Four (4) years working experience in a technical discipline relating to the delivery order. A working knowledge and/or familiarity with the systems acquisition process including pertinent Military Standards and Specifications; frequency propagation theory, signal acquisition and tracking, atmospheric noise; transverse magnetic and transverse electric polarization and time diversity combining; jamming and nuclear perturbations; digital modulation and spread spectrum techniques; and state-of-the-art analog-to-digital conversion technology and applications; microwave and troposcatter radio engineering, operation and theory; and microwave radio transmission monitoring systems.

Functional Responsibility

The individual provides engineering support for the frequency propagation theory, signal acquisition and tracking, atmospheric noise; transverse magnetic and transverse electric polarization and time diversity combining; jamming and nuclear perturbations; digital modulation and spread spectrum techniques; and state-of-the-art analog-to-digital

conversion technology and applications; microwave and troposcatter radio engineering, operation and theory; and microwave radio transmission monitoring systems. Performs work under broad direction concerning general project goals. Progress reviews generally focus on attainment of goals and quality of output product. Generally assigned as team leader on complex tasks or those which will require significant interaction of various technical disciplines. Provides administrative and technical direction to personnel assigned. May also work independently, or as part of team, with responsibility for analysis of problems requiring extremely high levels of engineering experience and expertise. Prepares studies, plans, and analyses in support of the delivery order.

Minimum Education

Bachelor's degree in an engineering discipline.

38. Communications Engineer/Specialist III

Minimum/General Experience

Six (6) years working experience in a technical discipline relating to the delivery order. A working knowledge and/or familiarity with the systems acquisition process including pertinent Military Standards and Specifications; frequency propagation theory, radio engineering design, system interface requirements and control; processing gain enhancements to specific frequencies; Survivability and Vulnerability (S/V) requirements; functional security requirements specifications and theory of compliance with TEMPEST and COMSEC engineering, custom integrated circuits and cell logic; nuclear hardness and assurance engineering; and strategic communications interoperability requirements.

Functional Responsibility

The individual plans, directs, and monitors engineering support for frequency propagation theory, radio engineering design, system interface requirements and control; processing gain enhancements to specific frequencies; Survivability and Vulnerability (S/V) requirements; functional security requirements specifications and theory of compliance with TEMPEST and COMSEC engineering, custom integrated circuits and cell logic; nuclear hardness and assurance engineering; and strategic communications interoperability requirements. Performs work under broad direction concerning general project goals. Generally assigned as team leader on complex tasks or those which will require significant interaction of various technical disciplines. Provides administrative and technical direction to personnel assigned. May also work independently, or as part of team, with responsibility for analysis of problems requiring extremely high levels of engineering experience and expertise. Prepares studies, plans, and analyses in support of customers.

Minimum Education

Bachelor's degree and Master's degree in an engineering discipline. Acceptable substitute for the Master's degree is an additional two (2) years of related specialized experience.

39. Computer Systems Engineer/Analyst I

Minimum/General Experience

Two (2) years programming experience. Working knowledge and/or familiarity with the higher order language specified by the delivery order to develop the required software.

Functional Responsibility

The individual develops the required software using the higher order language specified by the delivery order. As a member of the project team, generally performs work toward defined project objectives under the general direction of a more senior employee. Project tasks objectives are defined by senior employee, but latitude in technical approach is expected. Regular progress reviews are expected. Has some independence for unreviewed action or decision. May provide technical or project guidance to other employees on portion of project effort. May also work independently, with responsibility for analysis of problems requiring application of a knowledge base of the area of specialization. Accomplishes data gathering and analysis in assigned area of responsibility (i.e., logistics, manufacturing, cost, etc.). Presents plans, recommendations, analyses, and other advice within a broad functional area to customers, site managers, and all employee levels within the project. Prepares studies, plans, and analyses in support of the delivery order. May conduct in-depth research in support of studies and analyses. Generally deals with working level personnel within the customer organization.

Minimum Education

Bachelor's degree in computer science, software engineering, mathematics, engineering, or related computer system discipline. Acceptable degree substitute: any two (2) or four (4) year degree from an accredited institution, plus, an additional two (2) years experience.

40. Computer Systems Engineer/Analyst II

Minimum/General Experience

Three (3) years work experience as a computer systems hardware and software analyst, and/or the Software Quality Assurance (SQA) discipline. Working knowledge and/or familiarity with the higher order programming language specified in the delivery order to develop the required software.

Functional Responsibility

The individual develops the required software using and the higher order language specified by the delivery order. The individual provides Software Quality Assurance (SQA) for computer systems hardware and software. Performs work toward defined project objectives. Develops work plans and project internal controls. As a member of the project team, works within general supervisory guidelines and controls. Generally operates with appreciable latitude for unreviewed action or decision. Assigned as group leader on smaller projects with full responsibility for technical and project direction of work group. May also work independently, or as part of team, with responsibility for analysis of problems requiring application of a broad spectrum of the knowledge base of the area of engineering or technical specialization. Accomplishes data gathering and analysis in assigned area of responsibility. Prepares studies, plans, and analyses in support of the delivery order. May conduct in-depth research in support of studies and analyses.

Minimum Education

Bachelor's degree in computer science, software engineering, mathematics, engineering, or related computer system discipline.

41. Computer Systems Engineer/Analyst III

Minimum/General Experience

Six (6) years work experience as a computer systems hardware and software analyst, and/or the Software Quality Assurance (SQA) discipline. When SQA experience is applicable, it will include SQA planning, implementation of procedures, program manning and performance, and/or management of SQA reviews. Working knowledge and/or familiarity with the higher order programming language specified in the delivery order to develop the required software.

Functional Responsibility

The individual plans, directs, and monitors development of the required software using the higher order language specified by the delivery order. The individual monitors Software Quality Assurance (SQA) for computer systems hardware and software. Performs work under broad direction concerning general project unit goals. Progress reviews generally focus on attainment of goals and quality of output product. Generally assigned as team leader on complex tasks or those which will require significant interaction of various technical disciplines. Provides administrative and technical direction to personnel assigned. May also work independently, or as part of team, with responsibility for analysis of problems requiring extremely high levels of engineering experience and expertise. Prepares studies, plans, and analyses in support of the delivery order.

Minimum Education

Bachelor's degree and Master's Degree in computer science, software engineering, mathematics, engineering, or related computer system discipline. An additional five (5) years experience in systems engineering or information systems engineering may be substituted for a Master's degree. Acceptable substitute degrees in engineering or physics can be used in lieu of computer science degrees.

42. Specialty Engineer I

Minimum/General Experience

Three (3) years working experience in the design of systems safety engineering, human factors engineering, civil engineering, industrial engineering, reliability & maintainability (R&M), or electromagnetic compatibility (EMC) into systems. Minimum/General

Functional Responsibility

The individual provides systems design for safety engineering, human factors engineering, civil engineering, industrial engineering, reliability & maintainability (R&M), or electromagnetic compatibility (EMC). Performs work toward defined project objectives. Develops work plans and project internal controls. As a member of the project team, works within general supervisory guidelines and controls. Generally operates with appreciable latitude for unreviewed action or decision. Assigned as group leader on smaller projects with full responsibility for technical and project direction of work group. May also work independently, or as part of team, with responsibility for analysis of problems requiring application of a broad spectrum of the knowledge base of the area of engineering or technical specialization. Accomplishes data gathering and analysis in assigned area of responsibility. Prepares studies, plans, and analyses in support of the delivery order. May conduct in-depth research in support of studies and analyses.

Minimum Education

Bachelor's degree in engineering. Acceptable substitute degrees in computer science, math, or physics can be used in lieu of engineering degrees.

43. Specialty Engineer II

Minimum/General Experience

Eight (8) years working experience in the design of systems safety engineering, human factors engineering, civil engineering, industrial engineering, reliability & maintainability (R&M), or electromagnetic compatibility (EMC) into systems.

Functional Responsibility

The individual provides systems design for safety engineering, human factors engineering, civil engineering, industrial engineering, reliability & maintainability (R&M), or electromagnetic compatibility (EMC). Prepares analyses as required in support of the delivery order. Performs work under broad direction concerning general project goals. Generally assigned as team leader on complex tasks or those which will require significant interaction of various technical disciplines. Provides administrative and technical direction to personnel assigned. May also work independently, or as part of team, with responsibility for analysis of problems requiring extremely high levels of engineering experience and expertise. May conduct in-depth research in support of studies and analyses. Initiates customer contacts to present and discuss specific approaches to meeting customer needs.

Minimum Education

Bachelor's degree in engineering. Acceptable substitute degrees in computer science, math, or physics can be used in lieu of engineering degrees.

44. Specialty Engineer III

Minimum/General Experience

Fifteen (15) years working experience in the design of systems safety engineering, human factors engineering, civil engineering, industrial engineering, reliability & maintainability (R&M), or electromagnetic compatibility (EMC) into systems.

Functional Responsibility

The individual plans, directs, and monitors others responsible for systems design for safety engineering, human factors engineering, civil engineering, industrial engineering, reliability & maintainability (R&M), or electromagnetic compatibility (EMC). Provides project goals, strategies, and overall work plans. Normally is final level of approval for company on technical issues. Performs work under broad direction concerning general project goals. Full responsibility for all personnel assigned to project teams. Exercises supervisory responsibility over senior company personnel engaged in broad range of task performance. Advises/assists employees in their activities in supporting customer requirements across all functions. Ensures that facilities, training, and supplies are available for all employees under his/her responsibility. Responsible for preparation of studies, plans, and analyses in support of internal and external customers. Leads/directs

in-depth research in support of studies and analyses. Often initiates and/or participates in customer contacts to refine customer needs in response to changes in dynamic environments. Generally deals with senior and executive level personnel within the customer organization.

Minimum Education

Bachelor's degree and Master's degree in a related technical discipline (i.e., information systems, computer science, or engineering) is required. An additional five (5) years experience in systems engineering, information systems engineering, or systems acquisition management may be substituted for a Master's degree. Acceptable substitute degrees in computer science, math, or physics can be used in lieu of engineering degrees.

45. Scientific/Engineering Professional I

Minimum/General Experience

Five (5) years work experience in a scientific field related to the DELIVERY ORDER. Full working knowledge and/or familiarity with technical or scientific field.

Functional Responsibility

The individual performs analyses and studies in a technical field as required by the Delivery order (DELIVERY ORDER). Prepares reports under the supervision of more experienced personnel. Performs work toward defined project objectives. Develops work plans and project internal controls. As a member of the project team, works within general supervisory guidelines and controls. Generally operates with appreciable latitude for unreviewed action or decision. Assigned as group leader on smaller projects with full responsibility for technical and project direction of work group. May also work independently, or as part of team, with responsibility for analysis of problems requiring application of a broad spectrum of the knowledge base of the area of engineering or technical specialization. Accomplishes data gathering and analysis in assigned area of responsibility. Prepares studies, plans, and analyses in support of customers.

Minimum Education

Bachelor's degree in a technical or scientific field related to the delivery order.

46. Scientific/Engineering Professional II

Minimum/General Experience

Ten (10) years work experience in a scientific or engineering field related to the delivery order. Full working knowledge and/or familiarity with technical or scientific field. An acknowledged expert in the technical or scientific field of the delivery order.

Functional Responsibility

The individual plans and performs analyses and studies in a technical field as required by the Delivery order (DELIVERY ORDER). Prepares and delivers reports to the customer. Performs work under broad direction concerning general project and business unit goals. Generally assigned as team leader on complex tasks or those which will require significant interaction of various technical disciplines. Provides administrative and technical direction to personnel assigned. May also work independently, or as part of team, with responsibility for analysis of problems requiring extremely high levels of engineering experience and expertise. Prepares studies, plans, and analyses in support of the delivery order.

Minimum Education

Bachelor's and Master's degree in a technical or scientific field related to the delivery order.

47. Scientific/Engineering Professional III

Minimum/General Experience

Fifteen (15) years work experience in a scientific or engineering field related to the delivery order. Full working knowledge and/or familiarity with technical or scientific field. An acknowledged expert in the technical or scientific field of the delivery order.

Functional Responsibility

The individual plans, directs, and monitors analyses and studies in a technical field as required by the Delivery order (DELIVERY ORDER). Prepares, reviews, and delivers reports providing expert advice to the customer. Performs work under broad direction concerning matters within his/her field of specialization. Generally works independently, or as part of team, with responsibility for analysis of problems requiring extremely high levels of technical experience and expertise. Generally assigned to tasks which are at the edge of the state of the art or involve significant complexity. May direct engineers and other support personnel on a task basis. Prepares studies, plans, and analyses in support of delivery order. May conduct in-depth research in support of studies and analyses. Presents and discusses specific approaches to meeting customer needs.

Minimum Education

Bachelor’s and Master's degree in a technical or scientific field related to the delivery order.

48. Systems Engineer

Minimum/General Experience

This individual shall have four (4) years experience working in software engineering, systems engineering, information system architecture definition, computer system architecture information, and networking/telecommunications processing. Working knowledge/familiarity with pertinent military standards and the systems acquisition process is required.

Functional Responsibility

The individual provides support for software engineering, systems engineering, information system architecture definition, computer system architecture information, and networking /telecommunications processing. Performs work toward defined project objectives. Develops work plans and project internal controls. As a member of the project team, works within general supervisory guidelines and controls. Generally operates with appreciable latitude for unreviewed action or decision. Assigned as group leader on smaller projects with full responsibility for technical and project direction of work group. May also work independently, or as part of team, with responsibility for analysis of problems requiring application of a broad spectrum of the knowledge base of the area of engineering or technical specialization. Accomplishes data gathering and analysis in assigned area of responsibility. Prepares studies, plans, and analyses in support of the delivery order.

Minimum Education

A Bachelor's degree from an accredited university in computer science, or related technical discipline is required.

49. Senior Systems Engineer (Mgr.)

Minimum/General Experience

This individual shall have six (6) years experience working in software engineering, information system architecture definition, computer system architecture information, systems engineering, or networking/telecommunications processing. Working knowledge/familiarity with pertinent military standards and the systems acquisition process is required.

Functional Responsibility

The individual plans, directs, and monitors software engineering, systems engineering, information system architecture definition, computer system architecture information, and networking/telecommunications processing. Performs work toward defined project

objectives. Develops work plans and project internal controls. As a member of the project team, works within general supervisory guidelines and controls. Generally operates with appreciable latitude for unreviewed action or decision. Assigned as group leader on smaller projects with full responsibility for technical and project direction of work group. May also work independently, or as part of team, with responsibility for analysis of problems requiring application of a broad spectrum of the knowledge base of the area of engineering or technical specialization. Accomplishes data gathering and analysis in assigned area of responsibility. Prepares studies, plans, and analyses in support of the delivery order.

Minimum Education

A Bachelor's degree from an accredited university in computer science, or related technical discipline is required.

50. Cost Analyst

Minimum/General Experience

This individual shall have two (2) years experience in cost estimating and financial management disciplines. The experience shall include activities which occur during the total acquisition life cycle, statistical techniques, applied mathematics, and economics to conduct analytical studies involving complex technical parameters, logistics requirements, schedules constraints and similar cost-influencing factors, accounting, procurement, and business disciplines to enable evaluating or using contractor or Government budget and financial systems, procurement specifications and contractual obligations to the extent they affect cost, engineering discipline in sufficient detail to allow effective interchange of information, systems development and acquisition processes, including the role of industry and government organizations, government and industry cost data sources and cost data utilization, and automated cost estimating tools. A comprehensive knowledge of cost estimating functions is required.

Functional Responsibility

This individual provides cost estimating and financial management support, including all activities which occur during the life cycle of a program. As a member of the project team, generally performs work toward defined project objectives under the general direction of more senior personnel. Project tasks objectives are defined in broad terms and latitude in technical approach is expected. Has some independence for unreviewed action or decision. May provide technical or project guidance to other employees on portion of project effort. May also work independently, with responsibility for analysis of problems requiring application of a knowledge base of the area of specialization. Accomplishes data gathering and analysis in assigned area of responsibility (i.e., logistics, manufacturing, cost, etc.). Presents plans, recommendations, analyses, and other advice within a broad functional area to customers, site managers, and all

employee levels within the project. Prepares studies, plans, and analyses in support of the delivery order.

Minimum Education

A Bachelor's degree from an accredited university in finance, accounting, business, or related discipline is required.

51. Senior Cost Analyst

Minimum/General Experience

This individual shall have six (6) years experience in cost estimating and financial management disciplines. The experience shall include a comprehensive knowledge of cost estimating, acquisition program office functions, and cost estimating tools. The individual must have an understanding of the intricacies of cost analysis methods used in complex estimating assignments sufficient to conduct analytical studies involving complex technical parameters, logistics requirements, schedule constraints and similar cost influencing factors, and a knowledge of the cost estimating environment including industry and particularly government cost analysis organizations, data sources, and cost data utilization.

Functional Responsibility

The individual plans, directs, and monitors all cost estimating and financial management activities. Performs work toward defined project objectives. Develops work plans and project internal controls. As a senior member of the project team, works within general supervisory guidelines and controls. Generally operates with appreciable latitude for unreviewed action or decision. Assigned as group leader on some projects with full responsibility for technical and project direction of work group. May also work independently, or as part of team, with responsibility for analysis of problems requiring application of a broad spectrum of the knowledge base of the area of specialization. Accomplishes data gathering and analysis in assigned area of responsibility (i.e., logistics, manufacturing, cost, etc.). Prepares studies, plans, and analyses in support of the delivery order.

Minimum Education

A Bachelor's degree from an accredited university in finance, accounting, or related discipline is required.

52. Program Analyst

Minimum/General Experience

Individual shall have four (4) years experience as a program/control analyst. This experience shall include developing cost performance reports, critical path computations, and distributing budget to the work breakdown structure. Individual shall have a working knowledge of scheduling techniques, Cost/Schedule Control Systems Criteria and its elements, and budget terms and process. This individual shall have a working knowledge of functions of a government program office, applicable policies and procedures essential to manage a program through the acquisition process, procurement, and business disciplines to enable the evaluation of contractor and government management data, systems, specifications, and contractual documentation, and automated program management techniques.

Functional Responsibility

The individual provides cost performance reports, critical path computations, and distributes budget to the work breakdown structure. Performs work toward defined project objectives. Develops work plans and project internal controls. As a senior member of the project team, works within general supervisory guidelines and controls. Generally operates with appreciable latitude for unreviewed action or decision. Assigned as group leader on some projects with full responsibility for technical and project direction of work group. May also work independently, or as part of team, with responsibility for analysis of problems requiring application of a broad spectrum of the knowledge base of the area of specialization. Accomplishes data gathering and analysis in assigned area of responsibility (i.e., logistics, manufacturing, cost, etc.). Prepares studies, plans, and analyses in support of internal and external customers. Often initiates new contacts to obtain data required for task accomplishment or to identify new business opportunities.

Minimum Education

A Bachelor's degree in business, management, finance, or mathematics is required.

53. Senior Functional Area Analyst

Minimum/General Experience

The individual shall have ten (10) years general experience within the general functional area, including four (4) years specialized experience directly related to the particular task order functional area. This individual shall have at least three (3) years experience supervising analyst personnel in analyzing, defining, and documenting functional area system requirements.

Functional Responsibility

The individual supervises analyst personnel in analyzing, defining, and documenting functional area system requirements. Performs work toward defined project objectives. Develops work plans and project internal controls. As a senior member of the project team, works within general supervisory guidelines and controls. Generally operates with appreciable latitude for unreviewed action or decision. Assigned as group leader on some projects with full responsibility for technical and project direction of work group. May also work independently, or as part of team, with responsibility for analysis of problems requiring application of a broad spectrum of the knowledge base of the area of specialization. Accomplishes data gathering and analysis in assigned area of responsibility (i.e., logistics, manufacturing, cost, etc.). Presents plans, recommendations, analyses, and other advice within a broad functional area to his/her customers, and all employee levels. Prepares studies, plans, and analyses in support of the delivery order.

Minimum Education

The individual shall be highly knowledgeable of current Government procedures, regulations, manuals, technical orders, standards, and industry publications which relate to the functional area specialty required to perform the task order. Areas indicative of functional specialization are Supply, Maintenance, Transportation, Civil Engineering, Contracting, Comptroller, Personnel, Medical Operations, and Communications.

54. Systems Analyst

Minimum/General Experience

This individual shall have two (2) years experience in the analysis and design of business applications of complex systems for large-scale computers, database management concepts, knowledge of current storage and retrieval methods, and use of programming languages. The experience shall include operating requirements in the areas of scheduling, status reporting, and preparation of documentation, preparation of program specifications including format and content of input/output data and functions to be performed by computer programs, preparation of operations, maintenance or user manuals and instruction pamphlets governing the modification and development of automated data systems, and review and analysis of automated data systems developments and modifications for schedule interaction problems and conflicts.

Functional Responsibility

The individual provides the analysis and design of business applications of complex systems for large-scale computers, and database management concepts. This includes current knowledge of storage and retrieval methods, and programming languages. As a member of the project team, generally performs work toward defined project objectives under the general direction of a more senior employee. Project tasks objectives are defined by senior employee, but latitude in technical approach is expected. Has some independence for unreviewed action or decision. May provide technical or project

guidance to other employees on portion of project effort. May also work independently, with responsibility for analysis of problems requiring application of a knowledge base of the area of specialization. Accomplishes data gathering and analysis in assigned area of responsibility (i.e., logistics, manufacturing, cost, etc.). Presents plans, recommendations, analyses, and other advice within a broad functional area to his/her/her customers, and all employee levels within the project. Prepares studies, plans and analyses in support of the delivery order.

Minimum Education

A Bachelor's degree from an accredited university in computer science, engineering, business, or related technical discipline is required.

55. Senior Systems Analyst

Minimum/General Experience

This individual shall have six (6) years experience in developing management information systems, including requirements analysis, specifications, designing code, testing and documentation, information systems development, and acquisition. The experience shall include operating documentation requirements in order to schedule, report status, and prepare the required level of documentation, preparation of program specifications including format and content of input/output data and functions to be performed by computer programs, preparation of manuals and pamphlets governing the modification and development of automated data systems, and highly knowledgeable of Government regulations, manuals, technical orders, standards, and industry publications related to the task.

Functional Responsibility

The individual plans, monitors, and directs the development of management information systems, including requirements analysis, specifications, designing code, testing and documentation, information systems development, and acquisition. Performs work toward defined project objectives. Develops work plans and project internal controls. As a member of the project team, works within general supervisory guidelines and controls. Generally operates with appreciable latitude for unreviewed action or decision. Assigned as group leader on smaller projects with full responsibility for technical and project direction of work group. May also work independently, or as part of team, with responsibility for analysis of problems requiring application of a broad spectrum of the knowledge base of the area of engineering or technical specialization. Accomplishes data gathering and analysis in assigned area of responsibility. Prepares studies, plans, and analyses in support of the delivery order.

Minimum Education

A Bachelor's degree from an accredited university in computer science, engineering, business, or related technical discipline is required.

STATEMENT OF WORK

1.0 SCOPE

The contractor shall provide non-personal support-services as indicated in the task order either at the government's facilities and/or at the contractor's facilities. These services are needed to accomplish tasks that cannot be accomplished by PM personnel because of time constraints and/or expertise which is not available. The types of required services are: Project Management, System Engineering, Software Engineering, Testing, Training, Documentation Support. Administration, Quality Assurance, Integrated Logistics Support, Acquisition Management, and Information Technology support to the PM. The contractor shall provide as specified by individual task orders any and all Program Management Support Services identified within this document for Army Program Offices worldwide.

2.0 CONTRACTOR RESPONSIBILITIES

The specified tasks required of the contractor's personnel are defined below. The Government shall retain the right to refuse any person who is bid that does not meet the qualifications required to perform any specified tasks.

a. Systems Engineering: These services include general systems engineering, systems implementation planning, target development, and system test and evaluation. Products include various specifications, plans, analyses, modeling, simulations, and reports.

b. General Support Engineering: Services include reviewing engineering output in the areas of systems level operation and maintenance procedures, performance improvements criteria, tools assessments, metrics management, quality assurance, configuration management, maintenance practices, and technical orders. Assist the PM with the design, development, review, and analysis of' scheduling and logistic activities. Monitor and review manuals, regulations, pamphlets, and various Army acquisition documentation for applicability to the PM.

c. Test and Evaluation: Services include coordinating the PD with the IPT on test schedule, location, review of TEMP, System Evaluation Plan, Evaluation of Test Hardware, Detailed Test Plan, Test Incident Reports, collected test data, final test System Evaluation Report, test planning, surveys, test monitoring, reports and recommendations.

d. Technical Studies, Investigations or Analyses: Services include feasibility investigations, engineering and ILS investigations, BOIP (Basis of Issue Plan) for items, cost analyses, and analyses and evaluation of equipment,

systems, COTS or GOTS software products, and market investigations, quantities of deliveries, and assemblage of items.

e. Information Technology products include database development/maintenance, CD-ROM development, software development, data automation requirements, performance/detailed specifications, plans, manuals, analyses, reports, system operations, installation, maintenance, enhancements, configuration management and training programs.

f. PM Administrative Support: Provide the following services: clerical, mail, message, and facsimile processing, reproduction services, graphics support, and a technical data library. Additionally, in a facility coordinator role the contractor shall provide assistance with physical security, clearance verification, receptionist duties, and visitor control.

g. Presentation Materials: In conjunction with the completion of tasks issued to accomplish the requirements of this SOW, the contractor may be required to provide various presentation materials. Types and quantities of the required materials will be specified in conjunction with the applicable CDRL.

h. Meeting Reports: The contractor may be required to prepare reports on selected meetings conducted exclusively between the contractor and the government. Task Orders will be issued to identify the requirement for any such reports and they will be tied to an existing CDRL.

2.1 APPLICABLE DOCUMENTS

a. Documents that are applicable to the effort associated with this Statement of Work (SOW) are listed. It should be noted that MIL-STDs referenced are for information/guidance purposes only unless specified in individual task orders. These documents are in current usage by the PM and as such serve to define further typical DoD standards and parameters, which must be considered by the contractor. The contractor shall include pertinent references to these documents in its final products. The contractor shall have a working knowledge of relevant rules, regulations, and directives in order to eliminate a lengthy learning period This listing of Applicable Documents may not include all documents which will be required for this effort. Additional documents relevant to this effort will be specified on the individual Task Orders awarded. Changes/updates to the following list will be addressed in the respective Task Order.

DoDD 5000 Series Documentation

DoDI 7045.7, 9 Apr 87 Implementation of the Planning, Programming and Budgeting System (PPBS), Thru Change 1

DoDD 7045.14, 28 July 90 The Planning, Programming and Budgeting System (PPBS)(Including Change 1)

DFAS-IN Regulation 37-1, 18 Sep 95 Finance and Accounting Policy Implementation

DFAS-IN Manual 37-100-99, Financial Management – The Army Management Structure (Fiscal Year 99)

MIL- HDBK-881, 2 Jan 98 Work Breakdown Structure

AR 70-1, 15 Jan 98 Research, Development, and Acquisition, Army Acquisition Policy

DoD 7000.14-R, DoD Financial Management Regulation

AR 380-67, 9 Sept 88 Department of the Army Personnel Security Program W/ AMC Supplement 1

AMC Pam 715-13, 1 May 96 C/SSR Joint Guide

b. Any Task Orders issued to the contractor which contain references to documents not listed will have those documents attached as part of the tasking documentation or will have instructions as to how to obtain the required documents. The contractor will utilize a technical library on-line when available. When the requirements of the applicable document conflict with the instructions set forth in the tasking document, the contractor should bring this to the attention of the COR/Procuring Contracting Officer.

c. The contractor shall assist in developing, maintaining and updating DODD-5000. documentation. In addition, the contractor shall assist in preparing and coordinating program documents and reports required by external agencies to include the Department of the Army Staff. The contractor shall participate in DA-level Integrated Product Teams. The contractor shall assist in preparing the milestone documentation packages to support Milestone decisions.

2.2 CONCEPT FOR OPERATIONS

a. The contractor shall support those organizational elements specified. The basic concept for the relationship of organizational elements is that of the Project Manager and Product Managers or Product Directors establishing program objectives. Managers will evaluate performance of the activities to determine if objectives are being achieved in a timely, cost effective manner. Any necessary correction or redirection will be brought to the attention of the Contracting Officer's Representative (COR).

2.3 MISCELLANEOUS

a. In addition to labor hours and ordinary materials, there will be, on an as needed basis, a requirement for several categories of materials to meet special short lead-time or short term requirements such as subcontracting, emergency purchases of supplies, TDY, inter-site travel, training, and quick reaction capabilities involving materiel packing, handling, and special shipping. Such efforts will be documented on delivery orders and will be purchased on an individual basis per the direction of the PCO.

b. Travel will include frequent local area meetings and less frequent trips to field offices and contractor facilities at a variety of locations throughout the United States. Overseas travel also may be required. Travel requirements may arise on short notice and may involve TDY.

c. Contractor personnel may be required to attend training courses at the request of the government. Training will include only those specialized courses necessary for the proper support to the project office and must have the approval of the Contracting Officer. BPA holder personnel proposed to meet the Government Statement of Work (SOW) must possess the education, experience and skills of their FSS labor category and they are expected to be able to meet the minimum requirements of the SOW without training at the expense of the Government. Training to meet such minimum requirements must be provided by the BPA holder and be included in the fixed price labor rates. In situations where the “Government User” being supported by an order under the basic contract requires some “unique” level of support beyond the minimum requirements of the SOW because of program/mission-unique needs, then the BPA holder may directly charge the cost of the training as an ODC under the task order, provided that the training is authorized in the order.

d. Emergency purchases of supplies in response to a quick reaction requirement may be required, but only with the approval of the Contracting Officer.

e. Subcontracting, including consultants, may be utilized as a contingency in order to react to short lead-time, short term or special needs requirements with the approval of the Contracting Officer.

3.0 TASK ORDER MANAGEMENT

The contractor shall designate one on-site individual who is responsible for the cost, schedule and technical performance described herein. The contractor shall determine the management, organization authority, responsibility, controls, as applicable to this project. The contractor shall schedule work and staff in an optimum manner focusing on economies and efficiencies. The contractor must remain flexible and responsive to a changing

acquisition management environment that often has new direction and revised priorities. The contractor shall plan, coordinate, and supervise all assigned tasks to insure the tasks are completed within the time required and in the quality expected. The contractor shall maintain an accurate, job time-cost accounting system that will permit the examination of the contractor's cost-effectiveness and manpower utilization in support of the Government.

3.0.1 SCHEDULE AND COST

The contractor project manager shall manage the schedule of work, which allows his work force to meet the delivery of products as specified by the government. The contractor shall determine all major and minor problems associated with the areas of cost and scheduling techniques and shall recommend solution(s) to these problems and propose alternatives or solutions to all problems identified. The contractor shall notify the government of all revisions to the engineering and management methods and techniques utilized.

3.0.2 CONTROLS

The contractor shall establish control over the use of man-hours in delivering the products of this project. The contractor shall determine the control needed to prevent the use of work codes or project numbers by unauthorized personnel.

3.0.2.1 SCHEDULE AND COST TRACKING

The contractor shall determine the method for assessing the cost, schedule, and technical performance of the work of this project. The contractor shall determine the procedures for relating cost to schedule and technical performance to assess the logical relationship of these three factors as they apply to relevant tasks. Contract Funds Status Reports are required in accordance with Task Orders.

3.0.2.2 MANAGEMENT REVIEWS

The contractor shall present and administratively support progress reviews. These reviews will be held at the PM or the contractor's facility in accordance with the Task Orders. The topics of these reviews shall include staffing, management concerns, scheduling, costs, planned procurements, identification and discussion of program issues, and status of resolved or unresolved action items from previous meetings. The contractor shall make input to the agenda.

3.0.2.3 STATUS REPORT COST AND PERFORMANCE

The contractor shall prepare and deliver a CDRL item entitled Project Status Report Cost and Performance in accordance with individual Task Orders. This report shall contain a summary of staffing by category and summary of work performed during the reporting period; updated milestones to reflect changes in the project schedule; a synopsis of all meetings and travel the contractor has conducted in performance of the contract; all approved government task revisions; a synopsis of contractor proposed contractual amendments; a detailed description of all problems, risks, or delays experienced during the reporting period, and a description of all planned activity during the next reporting period (including risks and risk mitigation for the prospective effort). These reports shall indicate performance in terms of predicted and planned progress against actual progress. Cost performance shall include budgeted versus actual expenditures.

3.0.2.4 DELIVERABLE MANAGEMENT

Individual taskers shall be maintained in an electronic form and backed-up to ensure immediate availability should a “hard-copy” (paper) version be required. Every effort will be made to provide a “paperless” environment. The contractor shall maintain a data base to track the status of taskers, deliverables/CDRLs.

3.1 PROGRAM MANAGEMENT

A principal area of focus for the contractor work force shall be to provide management assistance for many of the functions assigned to the PM and other Army Project Offices. These functions are divided among the organizational elements of the PM and other Army Project Offices. The contractor shall provide support necessary to develop schedules, cost estimates, required documentation, and analyses of all aspects of acquisition management, business management and congressional liaison.

3.1.1 PROGRAM COST ESTIMATING AND ANALYSIS

3.1.1.1 COST ESTIMATING AND ANALYSIS

The contractor shall collect, review, and update cost data for software and hardware products, and prepare other special cost estimates. Virtually all of this work is to be conducted on-site with limited travel involved. The contractor shall use spreadsheet models and other government provided tools. The Government will approve all the tools and the methodology used in cost estimating. All estimates are to be updated as required. The contractor shall provide personnel

cognizant with applicable Army and DOD costing regulations. Most importantly, all products shall be documented in order to create an audit trail for the government cost representative and shall be subject to internal and external reviews.

3.1.1.2 COST ESTIMATING

a. The contractor shall provide the services to update estimates for the PM products and other associated projects and programs based on data from the PM and other activities, which either define the system requirements in more detail or define alternate program acquisition strategies.

b. In performing these tasks, the contractor shall prepare cost estimates for:

1. Software,
2. Hardware,
3. Pre-planned, Product Improvement,
4. Testing,
5. Training,
6. Research and Development,
7. Military Construction, Fielding, Sustaining,
8. Module and Unit Costs, and
9. Miscellaneous Costs.

c. These estimates shall be developed in a timely manner and in accordance with the requirements for presentation of Life Cycle Cost estimates for Army systems. The contractor shall be able to update cost estimates to current-year dollars, then year dollars, project base year dollars, or any other base year designated by PM personnel using the most current DOD inflation indices. The contractor shall develop estimates on a funding appropriation basis and on a logistics category basis for each program.

3.1.2 ASSISTANCE IN DEVELOPING POSITIONS

The Contractor shall provide comments to program managers in areas such as:

a. Architectural changes,
b. New or changed prototyping strategy,
c. Incorporation (or deletion) of new (or existing) technical requirements,
d. Changes in planned organizational usage and ILS concepts,
e. Sizing of impact of hardware changes on software and vice-versa, and
f. Funding justification and cost accounting.

3.1.3 REVIEWS AND STUDIES

As required, the contractor shall provide reviews and/or studies of other program cost analyses, data base analyses, or other related activities. The contractor will assist with Integrated Product Team (IPT) meetings and shall record and publish minutes. The contractor will assist in preparing for Milestone/Program reviews and will record and publish the results. The contractor shall document findings, lessons learned, and report the same to the government in a timely manner.

3.1.4 MASTER INTEGRATED SCHEDULE

The contractor shall assist in the maintenance of a Master Program Schedule. This schedule shall be integrated in such a manner as to account for significant dependencies.

3.1.4.1 PROJECT SCHEDULE ADMINISTRATION

The contractor shall provide assistance and training to program office personnel in developing schedules for their offices and directorates. This assistance and training shall include direction in the use of MS Project 95, MS ACCESS, and methods for integrating proposed and "what-if" schedules into the project office master schedule.

3.1.4.2 MILESTONE TRACKING

When inputting proposed schedules as a subset of the Master Schedules, the contractor shall report schedule deviations for all milestones. For key milestone deviations reflecting slippage, the contractor shall identify the impact of the slippage and project office action necessary to support on-time completion of the end activity. The contractor shall assist in the importing of contractor schedules into the PM Master Schedule by project.

3.2 PROGRAM MANAGEMENT DOCUMENTATION

The contractor shall provide recommendations to the program manager for developing and/or maintaining the acquisition management documentation required by DoD 5000 series, and applicable Army regulations. A primary function of the contractor is to review all documentation for continuity, compliance, and accuracy; making recommendations for corrections and improvements. This documentation includes, but is not limited to the following:

1. Mission Need Statement,
2. Operational Requirements Document (ORD),
3. Program Life Cycle Cost Estimate,
4. Acquisition Program Baseline (APB),

5. Test and Evaluation Master Plan (TEMP)
6. Modified Integrated Program Summary (MIPS) with all annexes,
7. Integrated Support Plan (ISP),
8. Program Management Plan (PMP),
9. Defense Acquisition Executive Summary (DAES),
10. AAE/VCSA Data Book,
11. System Threat Assessment Report (STAR),
12. Critical Intelligence Parameters (CIP),
13. Cost and Operational Effectiveness Analysis (COEA),
14. Competitive Alternative Source Waiver,
15. Memorandum of Agreement,
16. Memorandum of Understanding,
17. P-Forms, R-Forms and P18a Forms,
18. Smart Charts,
19. Quad Charts,
20. Congressional Briefing Books,
21. Acquisition Strategy Reports (ASR),
22. Milestone Read – Ahead Packages,
23. Exit Criteria,
24. Integrated Logistics Support Plans (ILSP),
25. Training Development Plans (TDP)
26. Material Fielding Plans (MFP),
27. Material Fielding Agreements (MFA),
28. Risk Assessments.
29. Army Acquisition Program Executive Reporting System (AAPERS)
30. Selected Acquisition Report (SAR)
31. Solicitation documentation
32. Handbooks

3.3 ENGINEERING SUPPORT OF PM PRODUCTS

a. System, hardware, and software engineering input required on engineering changes and upgrades of the PM products is to be compatible with the common hardware/software. The contractor shall also configure hardware, software and communication systems for demonstration and fielding and will install systems both at the PM and at other sites designated by the Government.

b. The contractor shall provide engineering input to system Product Managers, Product Directors, and Action Officers in engineering analysis of computer-assisted technologies employed. For these engineering analyses, the contractor shall have working knowledge of system threat assessments pertaining to survivability in electromagnetic, ADP (data corruption), and chemical contaminated environments. The engineering analyses shall consider, but not be limited to life cycle costs (5-10 years), value engineering, and engineering changes submitted to the Project Management Office for approval.

The analyses shall also consider engineering alternatives in computer-assisted technologies such as data processing architectures/configuration for intelligence operations at Echelon Above Corps (EAC), Corps, Heavy/Light Division, and special intelligence operations ranging from sensitive compartmented information (SCI) to unclassified security levels.

c. The contractor shall evaluate design approaches to system interfaces and develop the documentation, including System Integration Plans, to ensure interface requirements are achieved. The contractor shall report problem areas and make specific recommendations to the program office to resolve problems or issues.

d. The contractor shall evaluate design approaches to hardware use (COTS, GOTS and Development), design and architectures, system interfaces, and develop the appropriate documentation. The contractor shall report problem areas and make specific recommendations to the program office to resolve problems or issues. The contractor will evaluate RAM as well as EMI/EMC implications. Engineering analyses shall consider the cost-effectiveness of implementation of high-speed, large capacity storage and retrieval technologies for highly active, moderate, and archival transaction processing; graphical/lexical processing with high-resolution, color, flat panel displays/monitors; and the implementation of wireless LANs to enhance mobility/flexibility and to reduce setup and tear-down times. The contractor will configure systems for demonstrations, tests and fieldings.

e. The contractor shall investigate and analyze the user requirements and computer resource requirements as they relate to design issues, resource limitations, and requirements allocation. All evaluations shall include recommendations and proposed solutions. The scope of this requirements analysis work shall encompass, as a minimum, the following:

1. Pertinent Army and System Requirements,
2. Engineering Change Proposals/Requests,
3. Deviations,
4. Test Plans, Descriptions and Reports,
5. Requirements Reviews,
6. System Developer Deliverables,
7. Metrics,
8. COE,
9. PEO generated requirements,
10. Performance analysis.

f. The contractor shall provide the Communications Engineering support required to acquire and field communications products under the responsibility of the Project Management Office. This support shall encompass all phases, the acquisition process, and include the evaluation and specification of

communications architectures and operational requirements, as well as the assessment of design approaches for interfacing communications products with other Army and DoD systems. This support shall also include participation in communications product planning, reviews, and evaluations; and, evaluating and participating in the final test accreditation.

3.3.1 MODELING AND SIMULATION

The contractor shall have a working knowledge of modeling and simulation (M/S) software and systems used within the Services and in particular, the Army. The contractor shall perform analyses of the various M/S capabilities and recommend the best approach to employing the existing capabilities as well as recommending a course of action for development of M/S technologies. The contractor shall also have knowledge of industry M/S capabilities that could be employed for the benefit of system trade studies. The contractor shall maintain any M/S planning documents and provide briefings when called upon to coordinate M/S applications for the systems under development. The contractor shall act as the point of contact for M/S matters as they may be addressed for the various programs.

3.3.2 REQUIREMENTS ANALYSIS AND VALIDATION

Using the government approved Operational Requirements Document and the User Functional Description Document the contractor shall investigate and analyze the user requirements and computer resource requirements as they relate to design issues, resource limitations, and requirements allocation. All evaluations shall include recommendations and proposed solutions. The scope of this requirements analysis work shall encompass, as a minimum, the following:

1. Pertinent Army and System Requirements,
2. Engineering Change Proposals/Requests,
3. Deviations,
4. Test Plans, Descriptions and Reports,
5. Requirements Reviews,
6. System Developer Deliverables,
7. Metrics, and
8. Requirements Verification and Validation.

3.3.3 DESIGN SUPPORT

a. The contractor shall prepare evaluations of specifications and drawings, including revisions; and participate in design reviews and audits of those documents. The contractor shall prepare for and attend meetings, requirements reviews, design reviews, working groups, and briefings related to system and software development, and security accreditation and certification assess progress against the requirements. The contractor shall report issues and/or

problems and recommend to the PM specific actions to resolve them. The contractor shall evaluate and recommend solutions to security issues and problems; and will review PM actions items and problem or discrepancy reports.

b. The contractor shall investigate and analyze the developer's design approach, methodology, processes, and ability to efficiently and effectively meet system requirements All evaluations shall include recommendations and proposed solutions. The scope of this work shall encompass, at a minimum, supporting the following:

1. All aspects of the system design,
2. Formal and Informal Design Reviews,
3. System Developer Deliverables,
4. Metrics,
5. Test Plans, Descriptions and Reports,
6. Code Analysis/Inspection,
7. Human Factors Engineering,
8. Prototyping,
9. Access COTS and GOTS ,
10. Develop Algorithms,
11. Define Data Flow Processes.

3.3.4 DEVELOPMENT

The contractor shall assist the Government in the oversight of primary contractors and their development of the PM sponsored products. Additionally, the contractor , at the direction of PM 's Product Managers, shall evaluate COTS and GOTS products, prototype system capabilities, assess the prime contractor's development processes for compliance with government approved guidelines, and evaluate contractor developed products.

3.3.4.1 DOCUMENT REVIEWS

a. The contractor shall review all development contractor produced documentation, as well as other Army and DoD documentation, considering at least the following factors as appropriate:

1. Compliance with contract standards/requirements;
2. Compliance with PM directives;
3. Adequacy in supporting system development, quality, test, delivery, and field support;
4. Changes/modifications; and
5. Impact on other systems and/or subsystems..

b. All reviews shall be in the submission of technical reports, which shall include, as appropriate, recommendations and proposed solutions.

3.3.4.2 QA AND CM

The contractor shall assist in the evaluation of and participate in software-related QA and CM processes and products. All reports shall include recommendations and proposed solutions. These processes and activities are discussed in detail in D.3.4 and shall include, but not be limited to the following:

a. FCA/PCA,
b. Software Management and Change Processes,
c. Configuration Control Boards,
d. Developer QA and CM Procedures,
e. Developer QA and CM Results,
f. Production Item Inspections
g. Production Qualification Testing
h. Follow-on Test and Evaluation
i. First Unit Equipment Inspections

3.3.4.3 TEST WITNESSING

The contractor shall attend system and software testing, and assist in the evaluation of the developer's associated test processes, organization, test plans and procedures, and test results. All evaluations shall include recommendations and proposed solutions.

3.3.4.4 SOFTWARE METRICS

a. The contractor shall collect, analyze, and report metrics for at least the following areas:

1. Software Faults,
2. Requirements Validation, and
3. Computer Resource Utilization.

b. Contractor evaluations of metrics data shall provide a risk assessment and include recommendations and proposed solutions for minimizing risk.

3.3.5 TEST AND EVALUATION

Test and evaluation of PM systems is an integral and high visibility facet of the development effort. Just as the traditional systems development arena is becoming evolutionary, so must the test and evaluation activities. Because new regulations and guidance now permit combining types of tests and stresses the concept of continuous evaluation, for the purposes of this SOW, test and evaluation includes the following activities:

a. Developmental or Technical Tests,

b. Operational Tests,
c. Government Acceptance Tests,
d. Contractor Tests,
e. Qualification Testing,
f. Regression Testing,
g. Accreditation and Certification Testing,
h. Security Testing,
i. Interoperability and Joint Interoperability Testing,
j. PM systems participation in other systems test activities, and
k. Exercise/Demonstration activity in support of continuous evaluation.

3.3.5.1 SUPPORT TEST PLANNING

The contractor shall review and analyze existing test planning documentation and procedures to ensure their correctness and adequacy. The contractor will update existing documentation or draft and publish the necessary plans and procedures that document the PM testing program, incorporating command direction, and regulatory and statutory guidelines. The contractor will assist in the development and maintenance of integrated test schedules. As these documents and schedules impact on all PM directorates and many external elements, the contractor shall assist in ensuring that proper coordination is effected throughout the development process.

3.3.5.2 SUPPORT TEST RELATED MEETINGS AND CONFERENCES

The contractor shall assist in the coordination of test events with other government agencies. Additionally, the contractor shall assist in the preparation, coordination, and conduct of test related meetings sponsored by the Project Office. The contractor shall attend both contractor and government operational and technical meetings, design reviews, working groups, and briefings related to testing. When directed, the contractor shall prepare, coordinate, and publish minutes documenting these meetings. For meetings outside of the Project Office, where minutes are not appropriate, significant test related issues discussed shall be documented in trip reports. The contractor shall also make recommendations to the government based on topics and issues addressed at these meetings.

3.3.5.3 REVIEW TEST RELATED DOCUMENTATION

The contractor shall review all contractor and government test related documentation. These reviews shall be accomplished in a timely and accurate fashion. Particular attention must be paid to information presented, such as system details, capability statements, numerical data, and schedules, to ensure they are properly stated. Inaccurate data in these documents could cause serious problems during test and evaluation activities. Comments based on

reviews of these documents shall be prepared accurately and constructively and forwarded to the originator in a timely manner.

3.3.5.4 DEVELOP TEST RELATED DOCUMENTATION

The contractor shall develop, coordinate, and, after Government approval, publish test related documentation, specifically the Test and Evaluation Master Plan (TEMP). The TEMP must accurately describe the systems under development, the requirements that will be satisfied by this development, the test events, and the integrated schedule. The TEMP must be periodically reviewed to ensure it accurately reflects all current aspects of PM systems development. The contractor shall also, as required, prepare other test related documentation either separately or as part of documentation prepared by other PM or test community elements to include test plans, test procedures, and test reports.

3.3.5.5 SUPPORT CONDUCT OF TESTS

The contractor shall provide support to the government during the conduct of tests. While Federal regulations prohibit contractor participation in technical and operational test activities, it has proven beneficial to have contractor support on site during test conduct to assist with test related activities and to serve as a liaison with the Project Office. Further, the contractor shall support unit and system, integration, and formal acceptance testing. Due to the rapid pace and short duration of test events, quick resolution to problem situations is essential. The contractor shall provide the support required to assist in the resolution of these situations. During the conduct of the test, periodic status reports shall be provided to the Project Office by the contractor, preferably by e-mail or voice mail.

3.3.6 INSTALLATION AND CHECKOUT

The Contractor shall assist the PM with the installation and checkout of Government sponsored products. Once a product baseline has been established and approved by the Government, the contractor shall coordinate between PM Product Managers and the host site to facilitate the installation of designated products. The contractor, as a minimum, shall accomplish the following activities:

a. Coordinate and Schedule product installation,
b. Conduct site surveys,
c. Submit site survey reports,
d. Install product at Government designated site,
e. Test and validate system operations, and
f. Submit site installation report.

3.3.7 PROTOTYPING ENGINEERING AND SOFTWARE EVALUATION FACILITY

The contractor shall provide engineering support to develop, build, and test prototype hardware and software integration efforts in support of developmental efforts. Additionally, the contractor personnel will perform equipment/hardware configuration tasks, which support prototyping activities, demonstrations, systems configuration and test activities. Related to this task, the contractor shall manage the day-to-day operations of the Software Evaluation Facility. Support shall include systems design and development, configuration management, property accountability, and access control.

3.3.8 DEMONSTRATIONS AND EXERCISES

Because of the evolutionary methods being employed for system development, the PM will be deploying various products to field units in support of demonstrations and exercises. The objective is to provide timely feed back to the product developer. To this end, the contractor shall support the Government in the conduct of demonstrations and exercises by facilitating system configuration, defining interoperability requirements, establishing communications, coordinating events, and providing technical assistance to organizations and end users. At the conclusion of each demonstration or exercise, the contractor shall submit a technical assessment citing both positive and negative aspects of the product being deployed.

3.4 QUALITY ASSURANCE, SOFTWARE QUALITY ASSURANCE AND CONFIGURATION MANAGEMENT

a. The services to be provided by the contractor encompass Systems Quality Assurance (QA), Software Engineering Quality Assurance (SQA), and administration of the Configuration Management (CM) program for the PM . The contractor shall assist in achieving the PM quality goals and productivity objectives for each PM sponsored system. The contractor QA and CM staff shall support:

1. Systems quality assurance (QA) -- for hardware processes,
2. Software quality assurance (SQA), and
3. Configuration management (CM) -- for hardware/software

b. The contractor shall exploit appropriate PM management information system tools, including the PM Intranet resources, in support of these efforts. The goal is to minimize the effort spent in technical review and audit fact-gathering and report writing, and to maximize the time available for analyzing and reacting on the review/audit output results and conclusions.

3.4.1 GENERAL QA/SQA AND CM RESPONSIBILITIES

The following are tasks required of the contractor's QA/SQA/CM staff.

a. QA/SQA/CM Technical Plans and Documents: The PM will employ the standard configuration management practices and procedures identified in Mil-Std-973, MIL-STD_100 for Interpretation of Drawings and MIL-T 31000 for drawings.

b. QA/SQA/CM Support Engineering: The staff shall review and audit specifications, plans, engineering studies and analyses, and general contract data requirement deliverables. Review/audit products also include reviewing prime contract engineering output in the areas of systems level operation and maintenance procedures, performance improvements criteria, tools assessments, metrics management, configuration management, technical orders, maintenance practices, and technical orders.

c. Software QA And CM Processes: These processes and activities include, but are not limited to the following:

1. Functional Configuration Audit/Physical Configuration Audit (FCA/PCA),
2. Software management and change processes,
3. PM, and designated associate contractor Configuration Control Boards (as technical advisor),
4. Develop QA and CM procedures, and
5. Preparer of QA and CM activity results (Delivered reports include recommendations and proposed solutions).

d. Independent Verification and Validation (IV&V)Support: An IV&V team shall ensure via testing and validation procedures that the fielded system meets requirements and objectives, and shall help to reduce total system life cycle cost by promoting the discovery of design errors early in the system development. Products include reports, assessments, analyses, reviews, and independent tests.

3.4.2 CONFIGURATION MANAGEMENT

The contractor shall provide configuration management assistance for hardware and software to the PM. These efforts shall include but not necessarily be limited to baseline management, configuration management and configuration control audits. The contractor shall define a standard for "configuration management status accounting" record-keeping for the PM . The administration of these records will be retained by each of the PM product offices; however, the contractor shall assure the validity of the baseline configuration control

documentation through periodic audits, and assistance to the Product Managers in protecting their account status.

3.4.2.1 SYSTEM SUPPORT

a. The contractor shall review and analyze engineering drawings and associated lists for technical adequacy and conformance to contractual requirements and prepare a report detailing all discrepancies.

b. The contractor shall technically analyze new system concepts, test methods and Quality Assurance (QA) provisions prior to incorporation into the drawing package. Review maintenance operations for equipment in the field for technical adequacy and completeness. The contractor shall prepare a report detailing any inadequacies found and include recommendations for the resolutions of discrepancies.

c. The contractor shall maintain and update system documentation (i.e. system/subsystem and Software Unit Specifications, Drawings, Models, CAD/CAM Data, User, Computer Operation, and Program Maintenance Manuals.) Data Bank Maintenance and Operations Supports.

d. The contractor shall provide and supervise qualified contractor personnel on-site to maintain and operate data repository hereinafter referred to as the Data Bank. As required, the contractor shall:

1. Update and maintain hard copy, microfilm, and computer/data files to include drawings, configuration change documentation, specifications, standards, and technical manuals.
2. Perform routine preventative maintenance on a variety of on-site reproduction equipment (i.e., weekly cleaning, changing of chemicals, cleaning drums, etc.)
3. Perform generation and reproduction services (i.e., scan existing aperture cards to digital raster file, working size drawings/hard copy from aperture cards, bluelines, sepias, mylares, photopositives, viewgraphs, and reproduction and biding of technical manuals.
4. Establish and maintain a library of technical reports generated by and relevant to programs.
5. Provide graphics, and reproduction support for the presentation maintenance, and updating of specifications, standards, handbooks, Data Management Manual, and Data Management Standard Base.
6. Perform review and analysis of technical documents for proper format using the applicable specifications and standards for guidance.

3.4.2.2 STANDARDIZATION

The contractor shall provide support in the preparation, revision, amendments, and conversion of standardization documents.

3.4.2.3 BASELINE MANAGEMENT

The contractor shall maintain an active baseline file, updating the baselines as new items are approved. The contractor shall assist PM in monitoring the hardware and software contractors' configuration management efforts and make recommendations for correcting deficiencies and making improvements. The contractor shall conduct and/or participate in Physical Configuration Audits (PCA), Functional Configuration Audits (FCA), and Configuration Item Verification Review (CIVR) for selected projects.

3.4.2.4 CONFIGURATION CONTROL

a. The contractor shall review and analyze proposed technical changes to the PM functional, allocated, and product baselines, including new interfaces, draft impact assessments, and prepare comments from other PM contractors for presentation to the appropriate PM Configuration Control Board (CCB).

b. The contractor shall support the Configuration Control Board (CCB) actions on selected hardware and software projects, including impact of proposed changes, establishment of Configuration Baselines, preparation of Engineering Release Record (ERR) packages and implementation of approved ERR actions. Hardware projects, including all systems, models, and components identified for formal configuration control.

c. The contractor shall prepare recommendations for proposed upgrades and required documentation for the appropriate PM CCB, receive and process these potential baseline changes, place them under configuration control, and submit these to the Product Managers, or the appropriate PM Configuration Control Board (CCB), for consideration/approval.

d. The contractor shall review, evaluate, and maintain Configuration Management Plans (CMP) submitted to PM by contractors for control of hardware and software, and make comments for change as required. The review shall be conducted by the contractor using Mil-Std-973 as a guide. Reports of findings shall be submitted in a CMP Evaluation Report. The contractor shall prepare and revise hardware and software CMPs as requested by PM.

3.4.2.5 ENGINEERING CHANGES AND VALUE ENGINEERING

a. The contractor shall provide engineering input to Product Managers as value engineering changes (VECP), and proposed engineering changes

(P/ECP). The analyses submitted may consider engineering alternatives in computer-assisted technologies.

b. The contractor shall prepare documents for configuration management actions (i.e., Engineering Change Proposal (ECP), Request for Waivers (RFW), Request for Deviations (RFD), Notice of Revisions (NOR), Specification Change Notice (SCN), Drawings, Models, CAD/CAM data, and reproductions).

3.4.3 QUALITY ASSURANCE MANAGEMENT

The contractor shall manage the PM quality assurance program to be in consonance with the directed “(Software) Quality Assurance Plan(s)”, or Contract Statements of Work (SOW), of the various contractors designated by the PM Product Managers. Default quality assurance methods, practices and procedures shall be derived from ISO 9000-1 and 9003, and software planning standards.

3.4.3.1 QUALITY ASSURANCE METRICS

3.4.3.1.1 SOFTWARE QUALITY METRICS

The contractor shall coordinate with each of the PM Product Managers to assist them in developing a “best practices” quality metrics process. A key emphasis of the “best practices” will be the identification of initiatives for product, progress and process improvements, and the control mitigation of technical/performance risks. The contractor shall receive Product Manager development contractor software and technical metric reports periodically (via deliverable contract data), and evaluate these for product, progress and process improvement. Software metrics shall comply with the guidelines established in DA Pamphlet 73-1, Test and Evaluation Procedures and Guidelines.

3.4.3.1.2 RELIABILITY, AVAILABILITY AND MAINTAINABILITY METRICS

The contractor shall assist the government with the maintenance and operation of trade-off model. The contractor shall interface with the prime contractor in collecting technical performance measures (TPM) data and analyses from predicted data and test data, evaluate allocated RAM requirements and system design to assess the ramifications to operational requirements and mission effectiveness, and recommend to the PM specific changes to satisfy SSS requirements.

3.4.3.1.3 TEST SUPPORT

The contractor shall attend QA related testing, analyze test anomalies, recommend corrective action, witness "tear down" actions, report results and

recommend actions to the appropriate PM Product Manager office to resolve non-compliance with requirements.

3.4.3.2 QUALITY ASSURANCE ANALYSES

a. The contractor shall perform analyses of hardware and software, with emphasis on process control, in order to determine whether the nominal process control and software assurance requirements are being satisfied. The contractor shall report development progress, problems, and recommend actions to the appropriate PM Product Managers to improve QA performance.

b. The contractor shall assist the Readiness Management Division Logistics Supportability functions by ensuring that PM quality assurance plans meet information collection and delivery requirements needed for Material Release; further, that these provide input to Materiel Release actions and all other Product Assurance activity related to Type Classification.

3.4.3.3 QUALITY ENGINEERING

The contractor shall perform quality engineering analyses and review environmental testing and qualification acceptance testing, review Software Anomaly Reports (SAR), Software Problem Reports (SPR), Test Incident Reports (TIR), Quality Discrepancy Reports (QDR), and provide analysis and recommendations where appropriate. Analyses shall include development of solutions where quality or reliability deficiencies exist.

3.4.3.4 TECHNICAL REVIEWS AND AUDITS

The contractor shall participate in design reviews and audits at the prime contractors' facilities, at the PM, and other locations, as necessary to assess progress against QA/SQA requirements. The contractor shall review and evaluate engineering, technical, and planning documentation for current and advanced systems. The documentation reviews may include: system specifications, design specifications, technical support documents, operational documents, test documents, and maintenance documents. As a minimum, the contractor shall provide identification of technical deficiencies, inconsistencies and obsolete methodology and data in documentation review.

3.4.3.5 DOCUMENT REVIEWS

a. The contractor shall review contractor produced documentation, as well as other Army and DoD documentation for compliance with contract standards/requirements and adequacy in supporting system development, quality, test, delivery, and field support.

b. All reviews shall include recommendations for improvement and proposed solutions. The following list characterizes the type of documents to be reviewed:

1. System Specifications,
2. Interface Requirements Specifications, or, Interface Control Documents,
3. Prime Item Design or Product Specifications,
4. Software and Hardware Requirements Traceability Reports,
5. Software Requirements Specifications,
6. Software Development Plan,
7. Software Metrics and Anomaly Reports,
8. Software Quality Program Plans, and Reports,
9. Software User Manuals,
10. Computer Software Operator Manuals,
11. Software and System Test Plans, Procedures, and Reports,
12. Version Description Documents,
13. Configuration Management Plans,
14. Risk Management Plans, and Reports.
15. Software Development Folders, and
16. Requirements Trace Matrix.

3.4.4 DIRECTED INDEPENDENCE VERIFICATION AND VALIDATION (IV&V)

3.4.4.1 DEVELOP SOFTWARE IV&V AUDIT/CHECKLIST FORMS

The contractor shall develop forms, based upon applicable project standards and procedures, which will be used to assess prime contractor work in the areas of software product development, quality assurance, configuration management, and test and evaluation.

3.4.4.2 AUDIT DEVELOPMENT CONTRACTOR SOFTWARE QUALITY ASSURANCE AND CONFIGURATION MANAGEMENT (SQA/CM)

The contractor shall audit SQA/CM participation in developer activities. SQA/CM effectiveness and compliance with project standards shall be evaluated. Technical reports shall be to document areas of concerns and recommendations for improving the evaluated contractor's SQA/CM effectiveness.

3.4.4.3 CONDUCT INDEPENDENT TESTING

When requested by the Product Manager, the contractor shall test the software against test issues and criteria established by government technical and operational test organizations. The objective of this testing shall be to identify functional, performance, or security deficiencies which could impact on the ability of the system to perform to government standards. The contractor shall develop

and maintain independent test plans and procedures. The test planning shall include:

1. Equipment requirements and configuration for test,
2. Deviations from target hardware and software configurations,
3. Test structure,
4. Test schedule,
5. Test limitations,
6. Test dependencies,
7. Data collection,
8. Operations/processes required to evaluate data,
9. Reporting of results,
10. Failure reporting, and
11. Maintenance of test and system logs.

3.5 INTEGRATED LOGISTICS SUPPORT

3.5.1 INTEGRATED LOGISTICS SUPPORT MANAGEMENT

The contractor shall maintain ILS management documentation to support type classification, integrated logistics support, logistics engineering, material release, materiel fielding, supportability, sustainment, Integrated Logistic Support Plan (ILSP), and other long range plans and studies as necessary in accordance with the appropriate regulations for PM sponsored systems. In support of these initiatives, the contractor shall develop milestone schedules and maintain continuity of all ILS deliverables.

3.5.2 LOGISTICS SUPPORT ANALYSIS (LSA)

The contractor shall provide technical assistance to ensure LSA and its reports are used in the development of PM sponsored systems. The contractor shall review, analyze, assess, and report on the prime contractors' LSA documentation being developed for PM sponsored systems. LSAR Master Files will be available.

3.5.3 MAINTENANCE PLANNING

The contractor shall assist in the development of maintenance concepts and plans which will describe the levels of maintenance to be used in fielding. The Contractor shall review all related system hardware contracts and all other Government provided planning ensure that all maintenance requirements and factors are captured and documented for PM sponsored systems. The contractor shall participate in all Logistics and Maintenance demonstrations, as well as ILS Management Team meetings and submit appropriate technical reports when requested by the Government.

3.5.4 TECHNICAL PUBLICATIONS

The contractor shall assist the Government in the compilation, review, and verification and validation; and, as directed by the Government, develop Technical Manuals and Documentation for PM sponsored systems. Assist the government in verification and if required with contractor validation.

3.5.5 LOGISTIC DEMONSTRATION/MAINTAINABILITY DEMONSTRATION

The contractor shall provide Subject Matter Expertise (SME) input to various logistics test and evaluation documents for PM sponsored systems. These include the logistics demonstration and the maintainability demonstration and various technical tests. The contractor shall assist in the development and confirmation of the adequacy of the system support package. The contractor shall develop fault insertion lists, red-line technical documentation, and develop ILSP.

3.5.6 PACKAGING, HANDLING, STORAGE TRANSPORTATION PLAN (PHST)

The contractor shall provide inputs to the PHST requirements for PM sponsored systems.

3.5.7 MATERIAL FIELDING

The contractor shall provide input in creating and updating the material fielding, delivery plans, and associated documents for PM sponsored systems. These actions shall include the necessary letters of notification, MOAs, conducting of site surveys, and assistance to the receiving units to provide the appropriate planning for facility requirements.

3.5.8 SUPPLY SUPPORT

The contractor shall provide assistance in the provisioning process and support in evaluating (1) the spares requirements and parts standardization and (2) the range and quantity of support items necessary to operate and maintain a system for the first year fielded. The contractor shall participate in all phases of the development of the sparing concepts through SSP and SSPCL development and validation to sustainment. The contractor shall support ILSMT meetings, participate in provisioning conferences, provide input to the sparing concept, ensure provisioning is accomplished during material fieldings and participate in demonstrations and tests. The contractor shall prepare and evaluate lessons learned based on fielded systems and post-production support.

3.5.9 TEST, MEASUREMENT, AND DIAGNOSTIC EQUIPMENT (TMDE)

The contractor shall provide input to the development and assistance with the evaluation of TMDE requirements for sponsored products. Test Requirements Documents will be provided.

3.5.10 TRAINING OF SPONSORED PRODUCTS

The contractor shall provide training support for PM sponsored products. Training initiatives shall address the development, implementation, and conduct of training for operators, supervisors, maintenance, and managers; evaluation of contractor developed training products; development of the Qualitative and Quantitative Personnel Requirements Base of Issue Plan; the Outline Individual; and Collection Training Plan, and New Equipment Training Plans. All training shall be developed in accordance with and evaluated against the tenets of Instructional Systems Development (DA Pamphlet 350-30) and MIL-STD-1379D, Contractor Training Programs. The contractor shall assist in coordination and scheduling of all training activities to ensure responsiveness to PM requirements. The contractor shall investigate and develop alternatives to the standard classroom methodology, i.e., distance learning and virtual classroom. As a minimum, when directed by the Product Manager, the contractor shall develop the following courseware:

1. Task and Skills Analyses,
2. Training Plans,
3. Instructor Lesson Plans,
4. Student Guides,
5. Audio/Visual Aids,
6. Computer Supported Learning Activities (Training Scenarios), and
7. Student Course Evaluation Forms.

3.5.11 DESIGN INFLUENCE AND INTEGRATION OF LOGISTICS

The contractor shall provide technical advice as it pertains to design reviews (IPRs, PDRs, CDRs, Monthly, and Quarterly reviews, etc.) for PM sponsored systems to insure that all logistical aspects have received appropriate consideration, advise the government of the full range of logistic impacts of system Training Software from requirements definition through acquisition and evaluation, and perform Logistics Engineering design trade-off analysis and support the evaluation of Operations and Support cost impacts on design changes. The contractor shall develop program test plans and procedures for an integrated diagnostics assessment of program support. The contractor shall provide reports of its evaluations of the prime contractor's efforts in achieving objectives in the above areas of ILS.

3.5.12 PROVISIONING

The contractor shall report on its technical analysis of provisioning requirements for PM sponsored systems.

3.5.13 STANDARDIZATION AND INTEROPERABILITY

The contractor shall evaluate and identify actions necessary to ensure standardization and interoperability of the system within Army, DoD and NATO and other allied countries for PM sponsored systems.

3.5.14 TRANSPORTABILITY PLANNING AND DOCUMENTATION

The contractor shall provide input to the transportability planning and the development of documentation under the DoD Engineering for Transportability for sponsored products. The contractor will participate in pre-material release activities and will coordinate for releases and approvals.

3.5.15 MANPOWER AND PERSONNEL INTEGRATION

The contractor shall assist the government in monitoring the development and evaluation of the MANPRINT aspects of the sponsored products. The contractor will provide human factor recommendations and participate in field surveys and design reviews.

3.6 INFORMATION TECHNOLOGY

The contractor shall support all computer-related management activities. The contractor's duties will include hardware research, specification, and installation. The contractor will also include software research, installation, and training of users. The contractor shall maintain a Help Desk facility to resolve users' problems and to track such activities. The contractor shall work towards minimizing redundant and paper-intensive tasks by implementing computer-based solutions where appropriate. Also, given the growing usefulness of the Internet in general and the World-Wide Web in particular, the contractor will facilitate access to Internet-based resources, and work to provide information to others – remote members of the Program Office as well as the general public – using this medium.

3.6.1 SYSTEMS MANAGEMENT

a. The contractor shall ensure that systems be available 95% of the time or as required by individual task orders. The systems shall be available twenty-four hours a day, seven days a week. The contractor shall provide notification to the PM POC in the event that a system or systems will be unavailable for any period of time greater than 15 minutes. The contractor IT Manager or his

representative shall attend all meetings related to the LAN. All contractor IT managed systems shall conform to security guidelines described below under Information Security. When enhancements, upgrades or additional systems are required the contractor shall work with the PM POC to clearly identify the requirements. The contractor shall then develop enhancements, upgrades or additional systems according to Government approved design plans.

b. The contractor shall provide technical staff for PM Network Services operations. This will include server(s) system administration, Help Center support, PC technical support for hardware and software maintenance, and maintenance of the on-line filing system.

3.6.2 LAN ADMINISTRATION/MAINTENANCE

The contractor shall support a PC-based workstation for each employee assigned to the PM. The workstations shall be configured to access the LAN and software packages for office productivity (spreadsheet, word processing, scheduling), electronic mail and internet web-browsing shall be provided and configured. The contractor shall provide remote access to the PM LAN for authorized personnel. The remote access shall allow users to access electronic mail, shared files on the LAN and internet connectivity. The contractor shall conduct various type of engineering and ILS investigations and efforts to support the work described herein.

3.6.3 SUPPORTING SERVICES

a. The contractor shall provide the capability to print documents from any LAN workstation to a network printer.

b. The contractor shall provide public hard disk space on the network servers for commonly used file access.

c. The contractor shall provide individual hard disk space on the network servers enabling users to backup workstation data and providing supplemental hard disk space.

d. The contractor shall maintain PM databases. Database maintenance shall include access maintenance, database backups and modifications as required.

e. The contractor shall develop and maintain a PM intranet for simple and efficient file management and sharing within the PM.

f. The contractor shall maintain a PM LAN configuration database. The contractor shall maintain a system for dealing with assistance requests. The system must address acknowledgement of all requests within one hour, a

procedure for service, based on criticality, and an estimate of time to repair. Equipment that continues to cause user problems should be identified for repair or replacement.

g. The contractor shall provide Helpdesk support during the core hours of 7:00AM to 4:30PM or as required on specified Task Orders . The contractor shall maintain a service call database that tracks all IT related service calls. Contractor Helpdesk personnel shall be available by phone and electronic mail during core hours and shall enter all service calls into the service call database and notify other members of the contractor of the call. The contractor shall respond to all service calls within one hour and resolve all service issues.

3.6.4 INTERNET SERVICES

The contractor shall coordinate with the POC's of government facilities to ensure connectivity to the Internet. This connectivity will allow basic TCP/IP services to be used between PM and hosts on the Internet. These include Telnet, FTP, and HTTP protocols. The contractor shall maintain a Firewall between the PM LAN and the Internet to prevent unauthorized access to local machines. The Firewall allows several basic TCP/IP services to pass through it after authorization and packet analysis, but the Contractor shall create additional proxy services to allow other TCP/IP protocols to pass through it for mission-related activities. Maintenance of the Firewall necessitates the maintenance of local a Domain Name Service, which shall be run on two different servers. The contractor shall provide Simple Mail Transfer Protocol (SMTP) connectivity between PM and the Internet via the connection through Fort Belvoir.

3.6.5 WEBSITE MAINTENANCE AND DEVELOPMENT

The contractor will maintain a web server for the hosting of PM World-Wide Web pages for the public. The contractor shall update existing Web pages and create new ones as needed. They shall track web site usage statistics and present reports based on those numbers.

3.6.6 HARDWARE AND HARDWARE MAINTENANCE

a. The contractor shall perform hardware maintenance for all contractor IT managed systems and shall determine whether the most cost effective method of repair is off-site or on-site. The contractor shall coordinate with the PM Property Book Officer on all off-site repairs, equipment replacement, the return of equipment to vendors, or the movement of equipment from one work station to another.

b. The contractor shall specify the required connection equipment (such as switches, dial-in modems, VTC equipment, printers, and NIC cards). The contractor shall identify any required new desktop or portable hardware.

3.6.7 SOFTWARE

The contractor shall determine whether Standard COTS software will be provided to support all current and planned PM processes.

3.6.8 FILING SYSTEM

The contractor shall maintain the filing system on the appropriate server(s). A standard operating procedure will be written and training provided to facilitate rapid acceptance of this filing system by all PM personnel. The filing system will include an open “users” section, a protected “public” section, and an official storage “archives” section. Routine backups and files housekeeping procedures should be part of the system.

3.6.9 ELECTRONIC MAIL AND CALENDARS

The contractor shall utilize the Exchange server and Outlook, the PM network service will allow PM (core and matrix) personnel to receive email and view appropriate calendars. The PM email address will remain the same.

3.6.10 REMOTE OPERATIONS

The contractor shall ensure the PM has excellent remote access to the Expanded LAN Support System. The present system is a high-speed multi-user modem-based dial in system.

3.6.11 VIDEO TELECONFERENCE CENTER

The contractor shall provide support and assistance with the VTC center(s): monitor equipment to assure it is operational, report problems that require repair or replacement to the government, assist personnel in the set up of VTCs and operation of equipment.

3.6.12 BRIEFINGS AND REVIEWS

The contractor may be asked to attend briefings related to the Expanded LAN Support System. There will be a kick-off meeting shortly after the award of the contract, briefings in conjunction with system decision points, and quarterly in process reviews to summarize status, identify outstanding issues and discuss optional solution with the government.

3.6.13 INFORMATION SECURITY

The contractor shall be responsible for information security on the PM LAN and shall ensure that all systems are current and any security patches or fixes are applied. The contractor shall follow security guidelines as provided by

the Army Computer Emergency Response Team (ACERT). The contractor shall follow security directives from the PM.

3.6.14 USER TRAINING

The contractor shall provide familiarization computer training. The primary emphasis will be on desktop operating system, word processing, spreadsheet, graphics, electronic mail and scheduling packages. The contractor shall design training programs on the approved commercial or agency supplied software packages. This training shall be of sufficient length and detail to allow the user to acquire different levels of expertise as desired.

3.7 PROJECT ADMINISTRATION SUPPORT SERVICES

3.7.1 GENERAL ADMINISTRATIVE REQUIREMENTS

The contractor shall perform the following administrative services in support of PMs. The contractor's employees shall remain under the contractor's direct supervision at all times. Although the Government will coordinate directions and tasks within the scope of the contract, detailed instructions for contractor employees shall remain the responsibility of the contractor.

3.7.1.1 CLERICAL ADMINISTRATIVE SUPPORT

The contractor shall support the project offices with an administrative support pool for typing, word processing, and data entry tasks. This support pool will involve no more than one or two personnel and will be physically separated from the government personnel. The supervision and direction of the personnel in that pool shall remain the responsibility of the contractor. All word processing tasks requested by PM must be accompanied by a task order form available at the service desk. The requester's government supervisor will establish a priority, sign the work order, and leave it with the service desk. Completed work is passed back to the government through the service desk operated by the contractor. This individual is not to perform any of the typical secretarial functions such as filing, telephone answering, travel coordination, or any other task in support of any specific government worker.

3.7.1.2 MAIL RECEIPT AND DISTRIBUTION

The contractor shall process all official incoming and outgoing mail, documentation and packages, sort and provide for appropriate distribution, collect all official outgoing mail and packages, and deliver to mail room or to appropriate personnel in the PM. In addition, the contractor shall operate a full service distribution center.

3.7.1.3 REPRODUCTION AND EXPENDABLE SUPPLIES

The contractor shall provide central reproduction service and maintain satellite copier stations as appropriate for individual task orders. The contractor shall manage all reproduction activities for office personnel, and maintain and operate reproduction machines. In addition, the contractor shall order, control, and maintain adequate stock levels issue; and account for consumable supplies.

3.7.1.4 SECURITY SUPPORT

a. The contractor shall ensure that all personnel on-site shall have SECRET clearance. Contractor personnel shall adhere to government requirements for security badges at all government and affiliated contractor facilities. Contractor shall provide individuals with appropriate clearances, depending on need-to-know. Clearances will be up to TS/SCI.

b. The contractor shall provide support for the following tasks:

1. Maintaining the incoming visitor database;
2. Identification Badges for incoming visitors;
3. Maintaining PM personnel clearance database to include outgoing collateral Clearances;
4. Preparing civilian Ids, requesting Pentagon Passes, and fingerprinting;
5. Logging in of Collateral Classified documents,

Maintaining SCI clearance database for incoming SCI clearances; and

3.7.2 SOFTWARE EVALUATION FACILITY

The contractor shall provide facility support to oversee the day-to-day operations. In addition to technical engineering and development taskers, the support contractor shall assist the government in property accountability, configuration management, hardware configuration, execution of demonstrations and access control.

3.7.3 GRAPHICS SUPPORT

The contractor shall prepare artwork, charts, viewgraphs, and graphs and convert them into 35m, black and white, color slides, if needed, for meetings and briefings using Government-owned computers with government owned software. This includes periodic support to PM field 1ocations and remote sites. This graphics support pool is physically separated from government personnel and the supervision of graphics personnel is the responsibility of the contractor. The contractor shall update and maintain a graphics database of all artwork, charts, viewgraphs, slides etc. that were developed in the past, as well as all future work.

The contractor shall provide artwork and layouts for advertisements, award certificates and plaques.