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**Authorized Federal Supply Service
Information Technology Schedule Pricelist
IT Schedule 70
GS-35F-0140T**

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

FPDS Code D301 IT Facility Operation and Maintenance

FPDS Code D302 IT Systems Development Services

FPDS Code D306 IT Systems Analysis Services

FPDS Code D307 Automated Information Systems Design and Integration Services

FPDS Code D308 Programming Services

FPDS Code D310 IT Backup and Security Services

FPDS Code D311 IT Data Conversion Services

FPDS Code D316 IT Network Management Services

FPDS Code D399 Other Information Technology Services, Not Elsewhere Classified

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The Canton Group Advantage

Why choose Canton Group for IT services? The Canton Group brings unparalleled resources to its clients.

The Canton Group is regionally recognized as a quality provider of IT services. We have been recognized inside and outside the government as a "can-do" technology team. A majority of our clients engage us for follow-on work, offering further testament to our strong reputation and the value we provide to our customers.

The Canton Group offers a deep technical skill base and management commitment to apply its regionally-recognized capability to innovatively resolve program objectives. Our insights and understanding of requirements regularly translate into cost savings and performance efficiencies measurable in terms of reduced learning curves, quality of service, and effective use of leading edge information technologies. We strive to hire and maintain professional engineering staff, allowing The Canton Group to be a premier provider of quality services to our customers. We have served civilian, military, and intelligence agencies, state and local governments, and commercial concerns in projects covering a wide range of IT services. These services are described in more detail in the following sections.

The Canton Group has spent years refining our project management skills with the goal of providing quality services that meet or exceed client expectations, delivered on time and within budget. Our efforts have not gone without reward: a majority of our business is follow-on tasks for existing clients, proving that The Canton Group delivers what we promise and achieves superior customer satisfaction. Our management approach is to provide a single point of responsibility, the project manager, with the directive of delivering the final product. That is not to say that the manager works alone but rather that the manager has the full complement of Canton Group resources available to assemble the right team to deliver the right results. Attention is paid to quality at Canton Group, with defined standards and processes used throughout the firm.



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The Canton Group's IT Service Offerings

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

The Canton Group offers the full range of professional services that government agencies need today to deliver system solutions that work cost-effectively, to improve agency mission performance, and to enhance the quality of service to agency customers. Canton Group's professional services cover all aspects of IT, including planning, analysis, design, development, testing, integration, and implementation of information systems and telecommunications networks. These services fall into the eight areas discussed below:

IT Strategic Planning and Management

IT Systems Analysis

IT System Engineering

IT System Implementation

IT System Operations and Maintenance

IT Program Management

IT System Security

IT Advanced Technology

IT Strategic Planning and Management

Through our IT system management consulting services, The Canton Group draws from a portfolio of integrated IT strategy capabilities and expertise to ensure that the agency's foundation and direction in the application of IT are well defined, efficient, and consistent with commercial and government best practices and legislation.

System Strategic Planning Develop strategic plans with IT goals and objectives that are aligned with the agency's mission, goals, and objectives. Provide a near-, mid-, and long-term operational approach to ensure that strategic planning initiatives are met.

IT Capital Planning and Investment Control Apply best government and business practices to assist agencies in their efforts to design and implement an IT capital planning and investment control process that is integrated with current agency planning and budgeting processes. Use a proven methodology to help agencies make the most appropriate IT investment decisions and manage IT investments effectively.

Standards and Methodologies Support the development of agency standards to improve the overall effectiveness of IT decision making and management, such as implementing effective risk management programs for large IT investments, establishing standard approaches to return on investment, and implementing proven program management frameworks.



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Performance Measurement Assist in defining business and IT-oriented performance measurements to better manage agency mission performance, along with efficient and systematic means of making and evaluating these measurements.

IT Organization Development Assist agency chief information officers (CIO) and IT organizations in their evolution and development to provide greater levels of IT service to their customers, addressing some of the human factors that are involved in optimizing IT investments.

Section 508 Compliance Assist agencies in ensuring that their electronic and information technology is compliant with Section 508 of the Rehabilitation Act. Provide assessment and/or remediation of existing information systems and technologies, provide training to management and technical staff on how to achieve compliance, and provide outreach and support services to assist agency CIOs and IT organizations in their assessment and compliance efforts.

IT Systems Analysis

Our front-end system analysis services are designed to ensure that agencies IT investments are focused on information systems and telecommunications networks that solve the agencies real problems.

Business Process Reengineering Identifying baseline processes; designing target business processes that, when implemented, can result in significant improvements in mission performance and cost-effectiveness; applying automated tools within a structured methodology of interviews, group sessions, goal setting, and benchmarks/best practices to lay a foundation for change and enterprise reengineering.

Requirements Analysis Analyzing user needs, business processes, and existing systems to define specific, unambiguous, and testable requirements on which information system or telecommunications network engineering and implementation can be based. Requirements Modeling and Prototyping Applying a rapid prototyping approach, using tools such as Visual BASIC, Access, PowerBuilder, Oracle Developer 2000, and Visual C++ to demonstrate user requirements and support proof-of-concept efforts.

User-Oriented Design Applying a prototyping approach and a structured methodology within which users and developers work jointly to define user requirements, the user interface, and various aspects of a system design (such as screen navigation) that are important to user acceptance. Applying information engineering principles to capturing the user and business perspective of the design requirements.

Business Case Development Working with the user and IT communities within an agency to ensure that the justification for an information system or telecommunications investment is stated in terms of unambiguous and defensible costs and benefits.



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IT System Engineering

Our system engineering services ensure that information systems and telecommunications networks are designed to capitalize on agency architectures and IT standards, to provide interoperability with other systems and networks, to be reliable and maintainable, and to make the most cost-effective use of commercial off-the-shelf (COTS) technology and agency-wide and government-wide resources.

Telecommunications Network Analysis and Design Applying automated tools to capture voice, data, video, and/or wireless network requirements; model network demand and load; and compare design alternatives on the basis of price and performance.

COTS Product Evaluation and Selection Applying a structured methodology to identifying, evaluating, and selecting COTS hardware, software, and services (e.g., telecommunications services, Internet access services, software maintenance) to meet specific requirements; when warranted, adjusting the methodology, including prototypes and pilots, to address risk.

Systems Integration Determining, testing, and exercising the appropriate configurations of two or more hardware or software components of information systems or telecommunications networks to deliver stated levels of performance, interoperability, and maintenance support within the known constraints of an agency's IT infrastructure.

Information System Design Translating user requirements into a system architecture and system components capable of delivering required levels of performance; instantiating the system design as a document or prototype upon which full-scale development can be based with minimal risk.

Software Development Translating the system design into testable, maintainable software modules that meet user and design requirements; applying iterative approaches to facilitate staged testing, implementation, and deployment; applying CASE tools such as IEF, Oracle CASE, ADW/Key; and employing prototype techniques.

System Reengineering and Migration Employing automated tools and reverse-forward engineering techniques, including software conversion, to transition existing systems to new platforms and/or architectures.

Testing and Evaluation Applying automated and manual tools, including black box and white box testing, to test and evaluate systems and networks under development.

IT System Implementation

System implementation services roll out the system or network investment in stages to minimize turmoil to and disruption of existing business and to ensure early success and return on investment.



Facilities Design Applying automated tools to design facilities to house network control centers, command and control, data centers, and specialized facilities for activities such as help desk services, computer-based training, and small computer repair and replacement.

System Deployment Delivering the developed system to field activities, including hardware delivery and installation, training, software installation and configuration, database initialization, installation testing, and coordination of installation testing with system cutover activities.

Network Deployment Provisioning the designed network to all supported locations, coordinating network installation activities with system deployment activities, and testing and validating operation of installed services end-to-end.

System Cutover and Transition Developing the software procedures and support needed to ensure an agency's smooth transition to a new system, including specialized training, scheduling, temporary platform or network services, and bridge software to facilitate cutover and integrity of databases.

Training and Technology Transfer Providing tailored training packages and approaches designed to bootstrap an agency's key personnel to specific skill levels in target technologies.

Cabling and System Installation Designing, specifying, installing, and performing end-to-end testing of cabling and associated hardware in a facility (or group of facilities), including providing connectivity to wide area networks (WAN) and carriers, all media (twisted pair, coax, fiber, and wireless), and all applications (data, voice, and video).

IT System Operations and Maintenance

Cost-effective operations and maintenance (O&M) concepts are built in during system engineering, then delivered through our O&M services for information systems and telecommunications networks.

Facilities Management Operating a data center or network operations facility, including staffing, security, supplies, production operation at specified service levels, and continuity of operations.

Help Desk Operations Designing help desk services to meet specific requirements for application help, network/PC troubleshooting, and COTS software help; supporting e-mail, voice mail, and other telecommunications services; and delivering help desk services at specified service levels.

Software Asset Management Managing the acquisition and distribution of COTS software licenses through the use of technology in the most cost-effective manner possible.

Application Software Maintenance Modifying application software to include corrective maintenance (i.e., eliminating software errors), preventive maintenance, and modifications needed to meet new



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user requirements or changes in underlying design. Implementing version control and release management procedures that we integrated with an overall configuration management approach.

Network Management Installing, configuring, and employing automated tools; and to track network configuration; monitor network status and performance; detect, diagnose, and resolve network problems; and project future network capacity requirements.

IT Program Management

Our program management services ensure that IT solutions are integrated into the overall organizational and programmatic infrastructure for optimal improvement in performance and that IT projects are successfully managed start-to-finish through an agency's competitive IT budget process.

Life-Cycle Cost Analysis and Modeling Developing models that project the total life-cycle costs of a system or network, including both development and O&M phases.

Integrated Logistic Support Identifying the total scope of resource support user support, engineering and design, training, supply, maintenance, transportation, telecommunications, and facilities that a system or network will require during its development and useful life.

Acquisition Planning and Support Determining alternative means of acquiring a system or network; selecting the most cost-effective alternative, including options now possible through FASA 94 and FARA 96 reforms; developing plans and sources of supplies and services, including COTS and government off-the-shelf resources; and implementing plans and monitoring system or network acquisitions.

Project Management Defining, establishing, and monitoring project budgets and schedules for end-to-end performance; selecting milestones and review criteria consistent with the agency's lifecycle methodology (e.g., military standard [MIL-STD-498], Evolutionary Development Methodology); and linking and integrating project management approach to configuration management procedures, agency Work Breakdown Structure standards and accounting codes, quality assurance (QA) procedures, and system and network development plans and methodologies.

Quality Assurance and IV&V Providing a QA capability that is independent of the system or network development activities; and providing an independent means of verifying and validating these development activities end-to-end.

IT System Security

Applying our IT system security capabilities to our clients environments, we help them identify vulnerabilities, manage risk, and implement security processes that improve the protection of their IT systems and critical resources.



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Data Sensitivity Analysis Identifying an organization's critical data and how these data are used; and then making a determination on the sensitivity and classification of the data. **Security Assessments** Examining computer systems, networks, information flow, administrative procedures, and security mechanisms to determine compliance with existing security policies and requirements. Assessing the threat, providing identification and vulnerability analysis, and performing security functional and penetration testing.

Intrusion Detection and Audit Analysis Designing an audit analysis capability that provides the appropriate level of detection for an organization, including identifying audit analysis and intrusion detection requirements and operating environment. Performing a vendor survey of existing COTS products, developing an implementation plan, building a prototype or pilot of necessary detection and audit capabilities, and integrating and implementing the selected solution.

Security Awareness Training Providing computer security awareness and training, including development of training modules and an instructor's guide and performance of the appropriate level of training.

Security Solution Integration and Implementation Selecting appropriate security solutions and integrating these solutions into the client's environment. Prototype and pilot development in our Information Assurance Center is frequently performed before an enterprise-wide implementation.

Security Architecture and Engineering Working with the client to define solutions that are non-intrusive, provide access to those who need it, and protect high-value, critical information.

Certification and Accreditation of Sensitive Systems Performing the security processes required for certification and accreditation of sensitive systems, including developing a computer security plan, performing a risk assessment, performing a security test and evaluation, and developing the accompanying documentation (e.g., security features user's guide, trusted facility manual).

Disaster Recovery Providing disaster recovery, continuity of operations, and contingency planning support, including support for software applications, that are processed on various computer platforms. Assistance in this area includes reviewing and critiquing existing disaster recovery and continuity of operations plans, developing disaster recovery and continuity of operations plans, performing a disaster risk assessment, and recommending ways to increase the effectiveness of the plans and the continuity of service.

IT Advanced Technology

Our advanced technology services provide leading-edge and emerging technology expertise, allowing organizations to capitalize on the latest IT advances. Our full range of services includes technology evaluations; feasibility studies; prototyping; system engineering; software development, installation, and implementation, and life-cycle support. A primary focus in this area is Internet/intranet and Web-based application development.



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Technology Evaluations and Feasibility Studies Researching and applying experience to provide recommendations and assessments in areas such as COTS evaluations and comparisons, COTS integration strategies and feasibility, technology insertion, technology upgrades, system concept feasibility, and projected return on investment for systems or technologies.

Prototyping Applying a structured methodology to identify, evaluate, and select advanced technologies (e.g., Internet/intranet and Web) to meet specific requirements. When warranted, adjusting the methodology, including prototypes and pilots, to address risk.

System Engineering Providing integrated hardware and software solutions using proven methodologies and documented standards to ensure successful delivery of complex systems that provide interoperability with other systems, use existing agency architectures and standards, and support high reliability requirements.

Software Development Translating requirements, prototypes, and system designs into specific functionality that is documented and tested (using unit, system, integration, and beta tests) to support organizational missions and processes.

Installation and Implementation Deploying software and COTS products to centralized or geographically disparate user communities using controls, such as configuration management/configuration control and repeatable test procedures, to ensure consistent and predictable system operation.

Life-Cycle Support Applying and tailoring system development methodologies to provide controls, plans, and traceability that ensure delivery.



Contractor Site Labor Rates

		Year10	Year 11	Year 12	Year 13	Year 14
#	GSA Pricing- Contractor Site	2016	2017	2018	2019	2020
1	Program Manager	\$209.73	\$217.07	\$224.67	\$232.53	\$240.67
2	Project Manager	\$171.24	\$177.23	\$183.44	\$189.86	\$196.50
3	Senior Subject Matter Expert	\$299.31	\$309.79	\$320.63	\$331.85	\$343.47
4	Subject Matter Expert	\$263.33	\$272.55	\$282.09	\$291.96	\$302.18
5	Senior Computer Specialist	\$141.00	\$145.94	\$151.04	\$156.33	\$161.80
6	Computer Specialist	\$129.89	\$134.44	\$139.14	\$144.01	\$149.05
7	Senior Computer Systems Analyst	\$131.13	\$135.72	\$140.47	\$145.39	\$150.47
8	Applications Programmer	\$148.19	\$153.38	\$158.74	\$164.30	\$170.05
9	Computer Systems Programmer (Programmer/ Analyst)	\$165.68	\$171.48	\$177.48	\$183.69	\$190.12
10	Senior Computer Programmer	\$160.78	\$166.41	\$172.23	\$178.26	\$184.50
11	Junior Computer Programmer	\$111.88	\$115.80	\$119.85	\$124.04	\$128.38
12	Advanced Technology Senior Application Developer	\$163.87	\$169.61	\$175.54	\$181.69	\$188.04
13	Advanced Technology Application Developer	\$151.70	\$157.01	\$162.50	\$168.19	\$174.08
14	Database Manager	\$145.47	\$150.56	\$155.83	\$161.29	\$166.93
15	Database Management Specialist	\$112.66	\$116.60	\$120.68	\$124.91	\$129.28
16	Quality Assurance Manager	\$126.06	\$130.47	\$135.04	\$139.76	\$144.66
17	Quality Assurance Specialist	\$104.50	\$108.16	\$111.94	\$115.86	\$119.92
18	Testing Specialist	\$156.74	\$162.23	\$167.90	\$173.78	\$179.86
19	Training Specialist/ Instructor	\$104.50	\$108.16	\$111.94	\$115.86	\$119.92
20	Senior Systems Engineer	\$140.84	\$145.77	\$150.87	\$156.15	\$161.62
21	Systems Engineer	\$114.40	\$118.40	\$122.55	\$126.84	\$131.28
22	Senior Software Engineer	\$170.74	\$176.72	\$182.90	\$189.30	\$195.93
23	Junior Software Engineer	\$108.96	\$112.77	\$116.72	\$120.81	\$125.03
24	Computer Operations Center Specialist	\$124.87	\$129.24	\$133.76	\$138.45	\$143.29
25	Senior Application Architect	\$174.87	\$180.99	\$187.33	\$193.88	\$200.67
26	Help Desk Manager	\$148.01	\$153.19	\$158.55	\$164.10	\$169.84
27	Senior Help Desk Specialist	\$113.03	\$116.99	\$121.08	\$125.32	\$129.70



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28	Junior Help Desk Specialist	\$90.43	\$93.60	\$96.87	\$100.26	\$103.77
29	Systems Administrator	\$114.31	\$118.31	\$122.45	\$126.74	\$131.17
30	Computer Security Systems Specialist	\$147.72	\$152.89	\$158.24	\$163.78	\$169.51
31	Documentation Specialist	\$109.42	\$113.25	\$117.21	\$121.32	\$125.56
32	Project Control Specialist	\$106.29	\$110.01	\$113.86	\$117.85	\$121.97
33	Internet/Intranet Site Developer Senior	\$114.49	\$118.50	\$122.64	\$126.94	\$131.38
34	Internet/Intranet Site Developer Junior	\$91.59	\$94.80	\$98.11	\$101.55	\$105.10
35	Systems Design Engineer	\$147.20	\$152.35	\$157.68	\$163.20	\$168.92
36	Network Manager	\$144.57	\$149.63	\$154.87	\$160.29	\$144.57
37	Senior Network Engineer	\$167.24	\$173.09	\$179.15	\$161.58	\$167.24
38	Junior Network Engineer	\$117.59	\$121.71	\$125.97	\$113.62	\$117.59
39	Network Administrator	\$146.67	\$151.80	\$157.12	\$141.71	\$146.67
40	Network Security Engineer	\$212.86	\$220.31	\$228.02	\$205.66	\$212.86
41	Engineer	\$198.20	\$205.14	\$212.32	\$191.50	\$198.20
42	Senior Relocation Project Manager	\$206.13	\$213.34	\$220.81	\$199.16	\$206.13
43	Relocation Project Manager	\$178.75	\$185.01	\$191.48	\$172.70	\$178.75
44	Senior Consultant	\$298.93	\$309.39	\$320.22	\$288.82	\$298.93
45	Consultant	\$225.59	\$233.49	\$241.66	\$217.96	\$225.59



Government Site Labor Rates

		Year 10	Year 11	Year 12	Year 13	Year 14
#	GSA Pricing- Government Site	2016	2017	2018	2019	2020
1	Program Manager	\$167.78	\$173.65	\$179.73	\$186.02	\$192.53
2	Project Manager	\$136.99	\$141.78	\$146.75	\$151.88	\$157.20
3	Senior Subject Matter Expert	\$239.45	\$247.83	\$256.50	\$265.48	\$274.77
4	Subject Matter Expert	\$184.33	\$190.78	\$197.46	\$204.37	\$211.52
5	Senior Computer Specialist	\$101.44	\$104.99	\$108.67	\$112.47	\$116.40
6	Computer Specialist	\$90.92	\$94.10	\$97.40	\$100.80	\$104.33
7	Senior Computer Systems Analyst	\$104.91	\$108.58	\$112.38	\$116.32	\$120.39
8	Applications Programmer	\$116.89	\$120.98	\$125.22	\$129.60	\$134.13
9	Computer Systems Programmer (Programmer/ Analyst)	\$157.18	\$162.68	\$168.38	\$174.27	\$180.37
10	Senior Computer Programmer	\$128.63	\$133.13	\$137.79	\$142.61	\$147.61
11	Junior Computer Programmer	\$89.50	\$92.63	\$95.87	\$99.23	\$102.70
12	Advanced Technology Senior Application Developer	\$114.71	\$118.72	\$122.88	\$127.18	\$131.63
13	Advanced Technology Application Developer	\$106.19	\$109.91	\$113.75	\$117.73	\$121.86
14	Database Manager	\$116.37	\$120.44	\$124.66	\$129.02	\$133.54
15	Database Management Specialist	\$90.13	\$93.28	\$96.55	\$99.93	\$103.43
16	Quality Assurance Manager	\$100.85	\$104.38	\$108.03	\$111.81	\$115.73
17	Quality Assurance Specialist	\$83.60	\$86.53	\$89.55	\$92.69	\$95.93
18	Testing Specialist	\$125.38	\$129.77	\$134.31	\$139.01	\$143.88
19	Training Specialist/ Instructor	\$83.60	\$86.53	\$89.55	\$92.69	\$95.93
20	Senior Systems Engineer	\$112.66	\$116.60	\$120.68	\$124.91	\$129.28
21	Systems Engineer	\$91.51	\$94.71	\$98.03	\$101.46	\$105.01
22	Senior Software Engineer	\$136.60	\$141.38	\$146.33	\$151.45	\$156.75
23	Junior Software Engineer	\$78.39	\$81.13	\$83.97	\$86.91	\$89.95
24	Computer Operations Center Specialist	\$99.90	\$103.40	\$107.02	\$110.76	\$114.64
25	Senior Application Architect	\$150.18	\$155.44	\$160.88	\$166.51	\$172.34
26	Help Desk Manager	\$118.41	\$122.55	\$126.84	\$131.28	\$135.88



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27	Senior Help Desk Specialist	\$90.43	\$93.60	\$96.87	\$100.26	\$103.77
28	Junior Help Desk Specialist	\$72.34	\$74.87	\$77.49	\$80.20	\$83.01
29	Systems Administrator	\$94.28	\$97.58	\$101.00	\$104.53	\$108.19
30	Computer Security Systems Specialist	\$118.17	\$122.31	\$126.59	\$131.02	\$135.60
31	Documentation Specialist	\$87.53	\$90.59	\$93.76	\$97.05	\$100.44
32	Project Control Specialist	\$85.03	\$88.01	\$91.09	\$94.27	\$97.57
33	Internet/Intranet Site Developer Senior	\$91.59	\$94.80	\$98.11	\$101.55	\$105.10
34	Internet/Intranet Site Developer Junior	\$73.27	\$75.83	\$78.49	\$81.24	\$84.08
35	Systems Design Engineer	\$117.76	\$121.88	\$126.15	\$130.56	\$135.13
36	Network Manager	\$115.66	\$119.71	\$123.90	\$128.23	\$132.72
37	Senior Network Engineer	\$126.64	\$131.07	\$135.66	\$140.41	\$145.32
38	Junior Network Engineer	\$94.08	\$97.37	\$100.78	\$104.31	\$107.96
39	Network Administrator	\$117.33	\$121.44	\$125.69	\$130.09	\$134.64
40	Network Security Engineer	\$170.29	\$176.25	\$182.42	\$188.80	\$195.41
42	Engineer	\$138.75	\$143.61	\$148.63	\$153.83	\$159.22
43	Senior Relocation Project Manager	\$164.91	\$170.68	\$176.66	\$182.84	\$189.24
44	Relocation Project Manager	\$143.00	\$148.01	\$153.19	\$158.55	\$164.10
45	Senior Consultant	\$209.25	\$216.57	\$224.15	\$232.00	\$240.12
46	Consultant	\$157.91	\$163.44	\$169.16	\$175.08	\$181.21



Labor Categories and Qualifications

The following section describes the labor categories to be provided:

1. Program Manager

Duties: The Program Manager is the contractor's manager for the Contract, and serves as the single point of contact for the Contractor with the State regarding the Contract. Performs overall management for Contract support operations. Organizes, directs, and coordinates the planning and production of all Contract activities, projects and support activities, including those of subcontractors. Oversees the development of or develops work breakdown structures, charts, tables, graphs, major milestone calendars and diagrams to assist in analyzing problems and making recommendations. Demonstrates excellent written and verbal communications skills. Establishes and alters corporate management structure to direct effective and efficient Contract support activities. Must be capable of negotiating and making binding decisions for the Contractor.

Education: Bachelor's Degree from an accredited college or university in Engineering, Computer Science, Information Systems, Business or other related discipline. Master's degree and/or project management certification is preferred.

General Experience: At least twelve (12) years of experience in program or project management.

Specialized Experience: At least eight (8) years of experience in supervision or oversight of IT related programs or projects.

2. Project Manager

Duties: The Project Manager is assigned the management of a specific project and the work performed under assigned Task Orders. Performs day-to-day management of the project, identifies issues and risks and recommends possible issue and risk mitigation strategies associated with the project. Acts as a facilitator between a State agency and IT contractor. Is responsible for ensuring that work performed under TOs is within scope, consistent with requirements, and delivered on time and on budget. Identifies critical paths, tasks, dates, testing, and acceptance criteria. Provides solutions to improve efficiency (e.g., reduce costs while maintaining or improving performance levels). Monitors issues and provides resolutions for up-to-date status reports. Demonstrates excellent writing and oral communications skills.

Education: Bachelor's Degree from an accredited college or university in Engineering, Computer Science, Information Systems, Business or other related discipline. Master's degree or project management certification is preferred.

General Experience: At least ten (10) years of experience in project management.

Specialized Experience: At least five (5) years of experience in managing IT related projects and must demonstrate a leadership role in at least three successful projects that were delivered on time and on budget.

3. Senior Subject Matter Expert



Duties: The area of expertise may be related to a specific discipline required by the State agency including, but not limited to: information technology, health care, education, public safety, social services, human resources, transportation, and environment. Requires expertise in the formulation of specifications and in the execution of technical initiatives in vertical areas. Defines requirements, performs analyses, and develops plans and requirements for systems.

Education: Bachelor's Degree from an accredited college or university in the specific discipline required by the State. A Master's Degree or Ph.D. Degree is preferred.

General Experience: At least twelve (12) years of relevant industry experience in the discipline is required.

Specialized Experience: At least ten (10) years of combined new and related older technical experience in the IT field directly related to the required area of expertise.

4. Subject Matter Expert

Duties: Defines the problems and analyzes and develops plans and requirements in the subject matter area for moderately complex-to-complex systems. Coordinates and manages the preparation of analysis, evaluations, and recommendations for proper implementation of programs and systems specifications including, but not limited to: information technology, health care, education, public safety, social services, human resources, transportation, and environment.

Education: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. A Master's Degree is preferred. A Master's Degree in one of the above disciplines equals one year specialized and two years general experience.

General Experience: Must have seven (7) years of experience in the IT field.

Specialized Experience: At least five (5) years of combined new and related older technical experience in the IT field directly related to the required area of expertise.

5. Senior Computer Specialist

Duties: Must be able to determine costs for converting computer systems from one language or machine to another by using compilers, simulators, emulators, and/or language translators and to recommend better utilization of operating systems capabilities for improving system efficiency. Develops, manages, maintains, and evaluates current state-of-the-art computer hardware, software, and software development tools; evaluates their ability to support specific requirements and interface with other equipment and systems; determines potential and actual bottlenecks and proposes recommendations for their elimination; and makes recommendations for system improvements that will result in optimal hardware and software use.

Education: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline or three (3) years of equivalent experience in a related field. A Master's Degree is preferred. A Master's Degree in one of the above disciplines equals one year specialized and two years general experience.

General Experience: Must have 8 years of computer experience in at least two of the following disciplines: system analysis, system programming, application programming, and equipment analysis.

Specialized Experience: At least 5 years of experience either as a computer hardware or systems software specialist or as a systems analyst with duties relating to the evaluation of third and fourth generation of current state-of-the-art computer hardware and software and its ability to support specific



requirements for hardware and software evaluation, system management, or large-scale system development and maintenance.

6. Computer Specialist

Duties: Must be able to determine costs for converting computer systems from one language or machine to another by utilizing compilers, simulators, emulators, and/or language translators and recommend better utilization of operating systems capabilities to improve system efficiency. Must be able to develop, manage, maintain, and evaluate state-of-the-art computer hardware, software, and software development tools; evaluate their ability to support specific requirements and interface with other equipment and systems; determine potential and actual bottlenecks; propose recommendations for their elimination; and make recommendations for systems improvements that will result in optimal hardware and software usage.

Education: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline or three (3) years of equivalent experience in a related field. A Master's Degree in one of the above disciplines equals one year specialized and two years general experience.

General Experience: Must have five (5) years of computer experience in at least two (2) of the following disciplines: systems analysis, systems programming, application programming, or equipment analysis.

Specialized Experience: At least three (3) years of experience as either a computer hardware and/or systems software specialist, or as a systems analyst with duties relating to the evaluation of third- and fourth-generation or state-of-the-art computer hardware and software and its ability to support specific requirements for systems management or large-scale system development and maintenance.

7. Senior Computer Systems Analyst

Duties: Provides technical and administrative direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards and for progress in accordance with schedules. Must be able to coordinate with the Program Manager to ensure problem solution and user satisfaction. Makes recommendations, if needed, for approval of major systems installations. Prepares milestone status reports and deliveries/presentations on the system concept to colleagues, subordinates, and end user representatives. Provides daily supervision and direction to support staff.

Education: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline or three (3) years of equivalent experience in a related field. A Master's Degree is preferred. A Master's Degree in one of the above disciplines equals one year specialized and two years general experience.

General Experience: Must have eight (8) years of computer experience working independently or under general direction on complex application problems involving all phases of systems analysis.

Specialized Experience: At least five (5) years of experience in analysis and design of business applications for complex large-scale or mid-tier computer systems, or LAN-based systems, to include experience in Database Management Systems (DBMS), and use of programming languages. Knowledge of current storage and retrieval methods and demonstrated ability to formulate specifications for computer programmers to use in coding, testing, and debugging of computer programs.

8. Applications Programmer



Duties: Analyzes functional business applications and design specifications for functional areas such as finance, accounting, personnel, manpower, logistics, and contracts. Develops block diagrams and logic flowcharts. Translates detailed design into computer software. Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time or improve efficiency. Provides technical direction to programmers as required to ensure program deadlines are met.

Education: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline or three (3) years of equivalent experience in a related field. A Master's Degree is preferred. A Master's Degree in one of the above disciplines equals one year specialized and two years general experience.

General Experience: Must have five (5) years of computer experience in information systems design.

Specialized Experience: At least three (3) years of experience as an application programmer on large-scale DBMS, knowledge of computer equipment, and ability to develop complex software to satisfy design objectives.

9. Computer Systems Programmer (Programmer/Analyst)

Duties: Create and/or maintain operating systems, communications software, database packages, compilers, repositories, and utility and assembler programs. Modify existing software and develop special-purpose software to ensure efficiency and integrity between systems and applications.

Education: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline or three (3) years of equivalent experience in a related field. A Master's Degree is preferred. A Master's Degree in one of the above disciplines equals one year specialized and two years general experience.

General Experience: Must have five (5) years of computer experience in information systems design.

Specialized Experience: At least three (3) years of experience in IT systems analysis and programming.

10. Senior Computer Programmer

Duties: Must be capable of utilizing third- and fourth-generation or current state-of-the-art IT equipment and languages to develop and prepare diagrammatic plans for solution of business, management, communications, and strategic problems. Must be able to design detailed programs, flowcharts, and diagrams showing mathematical computations and sequence of machine operations necessary to copy and process data and print results. Must be able to verify the accuracy and completeness of programs and systems by preparing sample representative data and perform testing by means of cycle and system processing.

Education: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline or three (3) years of equivalent experience in a related field. A Master's Degree is preferred. A Master's Degree in one of the above disciplines equals one year specialized and two years general experience.

General Experience: Must have eight (8) years of programming experience in software development or maintenance.

Specialized Experience: At least five (5) years of experience in IT systems analysis and programming.



11. Junior Computer Programmer

Duties: Must be capable of translating detail program flowcharts into program-coded instructions used by third- and fourth-generation, or current state-of-the-art computers.

Education: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline or three (3) years of equivalent experience in a related field. A Master's Degree in one of the above disciplines equals one year specialized and two years general experience.

General Experience: Must have three (3) years of computer programming experience.

Specialized Experience: None.

12. Advanced Technology Senior Application Developer

Duties: Must be able to translate applications requirements into web-based solutions using available technology. Must be able to apply new and emerging technologies to the software development process.

Education: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline or five (5) years of equivalent experience in a related field. A Master's Degree is preferred. A Master's Degree in one of the above disciplines equals one year specialized and two years general experience.

General Experience: Must have three (3) years of computer experience in at least two of the following disciplines: system analysis, system programming, application programming, and equipment analysis.

Specialized Experience: At least one (1) year of experience developing applications using advanced technologies, including Internet protocols or web-based technology. Technologies include HTML, CGI applications, PERL or Javascript, and Java.

13. Advanced Technology Application Developer

Duties: Must be able to translate applications requirements into web-based solutions using available technology. Must be able to apply new and emerging technologies to the software development process.

Education: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline or three (3) years of equivalent experience in a related field. A Master's Degree in one of the above disciplines equals one year specialized and two years general experience.

General Experience: Must have two (2) years of computer experience in at least two of the following disciplines: systems analysis, systems programming, application programming, and equipment analysis.

Specialized Experience: At least one (1) year of experience developing applications using advanced technologies, such as Internet protocols or web-based technology. Technologies include HTML, CGI applications, PERL or Javascript, and Java.

14. Database Manager

Duties: Must be capable of managing the development of database projects. Must be able to plan and budget staff and data resources. Supports application developers in planning preparation, load analysis, and backup and recovery of data. When necessary, reallocates resources to maximize benefits. Must be able to prepare and deliver presentations on DBMS concepts. Provides daily supervision and direction to support staff. Monitors performance and evaluates areas to improve efficiency.



Education: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline or three (3) years of equivalent experience in a related field. A Master's Degree is preferred. A Master's Degree in one of the above disciplines equals one year specialized and two years general experience.

General Experience: Must have seven (7) years of experience in the development and maintenance of database systems.

Specialized Experience: At least five (5) years of experience with database management systems, system design and analysis, operating systems software, and internal and data manipulation languages.

15. Database Management Specialist

Duties: Must be capable of providing highly technical expertise and support in the use of DBMS. Must be able to evaluate and recommend available DBMS products to support validated user requirements. Defines file organization, indexing methods, and security procedures for specific user applications. Develops, implements, and maintains database back-up and recovery procedures for the processing environments, and ensures that data integrity, security, and recoverability are built into the DBMS applications.

Education: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline or three (3) years of equivalent experience in a related field. A Master's Degree in one of the above disciplines equals one year specialized and two years general experience.

General Experience: Must have six (5) years experience in DBMS systems analysis and programming.

Specialized Experience: At least three (2) years of experience in using current DBMS technologies, application design utilizing various database management systems and experience with DBMS internals.

16. Quality Assurance Manager

Duties: Must be capable of maintaining and establishing a process for evaluating software and associated documentation. Must be able to determine the resources required for quality control. Must be able to maintain the level of quality throughout the software life cycle. Develops software quality assurance plans. Conducts formal and informal reviews at predetermined points throughout the development life cycle.

Education: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. A Master's Degree is preferred. A Master's Degree in one of the above disciplines equals one year specialized and two years general experience.

General Experience: Must have six (6) years of experience in quality assurance and quality control.

Specialized Experience: At least three (3) years of experience in verification and validation, software testing and integration, software metrics, and their application to software quality assessment.

17. Quality Assurance Specialist

Duties: Must be able to determine the resources required for quality control. Must be able to maintain the level of quality throughout the software life cycle. Develops software quality assurance plans. Must be capable of maintaining and establishing a process for evaluating software and associated documentation. Participates in formal and informal reviews at predetermined points throughout the



development life cycle to determine quality. Examines and evaluates the software quality assurance (SQA) process and recommends enhancements and modifications. Develops quality standards.

Education: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. A Master's Degree in one of the above disciplines equals one year specialized and two years general experience.

General Experience: Must have five (5) years of experience working with quality control methods and tools.

Specialized Experience: At least three (3) years of experience in verification and validation, software testing and integration, software metrics, and their application to software quality assessment, and a demonstrated knowledge of system and project life cycles.

18. Testing Specialist

Duties: Must be capable of designing and executing IT software tests and evaluating results to ensure compliance with applicable regulations. Must be able to prepare test scripts and all required test documentation. Must be able to design and prepare all needed test data. Analyzes internal security within systems. Reviews test results and evaluates for conformance to design.

Education: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline or three (3) years of equivalent experience in a related field. A Master's Degree is preferred. A Master's Degree in one of the above disciplines equals one year specialized and two years general experience.

General Experience: Must have four (4) years of experience in computer software development.

Specialized Experience: At least two (2) years of software testing experience (integration and acceptance).

19. Training Specialist/Instructor

Duties: Conducts the research necessary to develop and revise training courses and prepares appropriate training catalogs. Prepares all instructor materials (course outline, background material, and training aids). Prepares all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, and seminars.

Education: A Bachelor's Degree from an accredited college or university with a major in Education/Training in the areas of Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. A Master's Degree is preferred. A Master's Degree in one of the above disciplines equals one year specialized and two years general experience.

General Experience: Must have four (4) years of experience in information systems development, training, or related fields.

Specialized Experience: At least two (2) years of experience in developing and providing IT and end user training on computer hardware and application software.

20. Senior Systems Engineer



Duties: Must be able to analyze information requirements. Must be able to evaluate problems in workflow, organization, and planning. Develops appropriate corrective action. Provides daily supervision and direction to staff.

Education: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline or three (3) years of equivalent experience in a related field. A Master's Degree is preferred. A Master's Degree in one of the above disciplines equals one year specialized and two years general experience.

General Experience: Must have six (6) years of experience in systems engineering.

Specialized Experience: At least three (3) years of experience in the supervision of system engineers, and demonstrated use of interactive, interpretative systems with on-line, real-time acquisition capabilities.

21. Systems Engineer

Duties: Must be capable of analyzing information requirements. Evaluates system problems of workflow, organization, and planning. Develops appropriate corrective action.

Education: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline or three (3) years of equivalent experience in a related field. A Master's Degree in one of the above disciplines equals one year specialized and two years general experience.

General Experience: Must have three (3) years of experience in systems engineering.

Specialized Experience: At least one (1) year of experience in analytical problem solving of workflow, organization and planning.

22. Senior Software Engineer

Duties: Reviews and analyzes system specifications. Prepares programming specifications. Analyzes existing systems/subsystems for reusability benefits and needed changes. Prepares design plans and written analyses. Prepares unit and test scripts. Prepares documentation.

Education: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline or five (5) years of equivalent experience in a related field. A Master's Degree in one of the above disciplines equals one year specialized and two years general experience.

General Experience: Must have five (5) years of experience as a software engineer.

Specialized Experience: At least three (3) years of experience working with Ada, SQL, or third/fourth generation languages in the design and implementation of systems and two (2) years working with DBMS.

23. Junior Software Engineer

Duties: Reviews and analyzes system specifications. Prepares programming specifications. Analyzes existing systems/subsystems for reusability benefits and needed changes. Prepares design plans and written analyses. Prepares unit and test scripts. Prepares documentation.

Education: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline or three (3) years of equivalent experience in a related field. A Master's Degree in one of the above disciplines equals one year specialized and two years general experience.



General Experience: Must have three (3) years of experience as a software engineer.

Specialized Experience: At least two (2) years of experience working with Ada, SQL, or third/fourth generation languages in the design and implementation of systems and one (1) year working with DBMS.

24. Computer Operations Center Specialist

Duties: Establishes detailed schedules for utilization of all equipment in the computer operations center to obtain maximum usage. Consults with personnel in other data processing sections to coordinate activities, and prepare activity and progress reports regarding the computer operations center. Evaluates production, equipment and personnel costs. Analyzes and interprets technical data processing data. Communicates technical data processing information effectively both orally and in writing. Applies applicable rules, regulations, policies and procedures of the computer operations center.

Education: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline or three (3) years of equivalent experience in a related field. A Master's Degree is preferred. A Master's Degree in one of the above disciplines equals one year specialized and two years general experience.

General Experience: This position requires a minimum of five (5) years of experience.

Specialized Experience: At least three (3) years of specialized experience working in a computer operations center. Ability to function in a multi-system and/or multi-application environment. Ability to operate and monitor multiple terminals. Knowledge of data processing operations, equipment, procedures, and workflow. Knowledge of environmental requirements of mainframes, servers and other hardware. Knowledge of emergency security procedures for a computer operations center.

25. Senior Application Architect

Duties: Manages major projects that involve providing professional support services and/or the integration, implementation and transition of large, complex systems. Provides design and development of e-government solutions, and is responsible for technical design and implementation of the architecture. Designs, develops and maintains infrastructure and backend applications. Provides expertise on defining the role of broadband and wireless applications. Provides definition of current State architecture blueprints. Provides expertise with web servers, gateways, and application servers and content management systems. Provides experience in web application technologies and middleware solutions. Researches new technologies and products for their applicability to business processes. Must be able to compare various solutions and determine the most suitable. Ensures that development efforts are well planned and in agreement with standards.

Education: Bachelor's Degree from an accredited college or university in Engineering, Computer Science, Mathematics or other related scientific or technical discipline. Master's degree preferred.

General Experience: At least ten (10) years of experience planning, designing, building, and implementing IT application systems. Must have led or been chief architect in a major IT applications implementation effort. Must have a strong background in software engineering principles and techniques.

Specialized Experience: At least six (6) years of experience in designing medium to large-scale sites and management of at least five Internet projects.

26. Help Desk Manager



Duties: Provides daily supervision and direction to staff who are responsible for phone and in-person support to users in the areas of e-mail, directories, standard Windows desktop applications, and other network services. Manages personnel who serve as the first point of contact for troubleshooting hardware and software PC and printer problems.

Education: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline or three (3) years of equivalent experience in a related field. A Master's Degree is preferred. A Master's Degree in one of the above disciplines equals one year specialized and two years general experience.

General Experience: This position requires a minimum of seven (7) years of experience in the management of a Help Desk. General experience includes information systems development, network and other work in the client/server field, or related fields.

Specialized Experience: At least five (5) years of specialized experience includes management of help desks in a multiserver environment, comprehensive knowledge of PC operating systems (e.g., DOS, Windows), networking and mail standards, and supervision of help desk employees. Demonstrated ability to effectively communicate orally and in writing and to have a positive customer service attitude.

27. Senior Help Desk Specialist

Duties: Provides telephone and in-person support to users in the areas of directories, standard Windows desktop applications, and applications developed under this Contract or predecessors. Serves as the initial point of contact for troubleshooting hardware/software PC and printer problems.

Education: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline or three (3) years of equivalent experience in a related field.

General Experience: This position requires a minimum of seven (7) years of experience in a business IT environment with emphasis on PC computer hardware and applications. General experience includes, but is not limited to: information systems development, work in the client/server field, or related fields.

Specialized Experience: At least five (5) years comprehensive knowledge of PC operating systems, e.g., DOS, Windows, as well as work on a help desk. Demonstrated ability to effectively communicate orally and in writing and to have a positive customer service attitude.

28. Junior Help Desk Specialist

Duties: Provides telephone and in-person support to users in the areas of directories, standard Windows desktop applications, and applications developed under this Contract or predecessors. Serves as the initial point of contact for troubleshooting hardware/software PC and printer problems.

Education: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline or three (3) years of equivalent experience in a related field.

General Experience: This position requires a minimum of five (5) years of experience in business IT environments with emphasis on PC hardware and applications. General experience includes information systems development, work in the client/server field, or related fields.

Specialized Experience: At least two (2) years comprehensive knowledge of PC operating systems, e.g., DOS, Windows, as well as work on a help desk. Demonstrated ability to communicate orally and in writing and to have a positive customer service attitude.



29. Systems Administrator

Duties: Monitor and coordinate all data system operations, including security procedures, and liaison with end users. Ensure that necessary system backups are performed and storage and rotation of backups is accomplished. Monitor and maintain records of system performance and capacity to arrange vendor services or other actions for reconfiguration and anticipate requirements for system expansion. Assist managers to monitor and comply with State data security requirements. Coordinate software development, user training, network management and minor installation and repair of equipment.

Education: An Associate's degree from an accredited college or university in Computer Science, Information Systems, Business or other related technical discipline. A Bachelor's Degree in one of the above disciplines equals one-year specialized and two years general experience. An additional year of specialized experience may be substituted for the required education.

General Experience: Two (2) years experience in a computer-related field.

Specialized Experience: One (1) year experience administering multi-user, shared processor systems and data communications networks.

30. Computer Security Systems Specialist

Duties: Analyzes and defines security requirements for MLS issues. Designs, develops, engineers, and implements solutions to MLS requirements. Gathers and organizes technical information about an agency's mission goals and needs, existing security products, and ongoing programs in the MLS arena. Performs risk analyses, which also include risk assessment. Provides daily direction to staff.

Education: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline or four (4) years of equivalent experience in a related field. A Master's Degree in one of the above disciplines equals one year specialized and two years general experience.

General Experience: This position requires a minimum of six (6) years of experience in analysis and definition of security requirements.

Specialized Experience: At least four (4) years of specialized experience in defining computer security requirements for high-level applications, evaluation of approved security product capabilities, and developing solutions to MLS problems.

31. Documentation Specialist

Duties: Gathers, analyzes, and composes technical information. Conducts research and ensures the use of proper technical terminology. Translates technical information into clear, readable documents to be used by technical and non-technical personnel. For applications built to run in a Windows environment, uses the standard help compiler to prepare all on-line documentation.

Education: Associate's Degree in related field. A Bachelor's degree is preferred.

General Experience: Must have four (4) years of experience in technical writing and documentation experience pertaining to all aspects of IT.

Specialized Experience: A minimum of two (2) years of experience in preparing technical documentation, which is to include researching for applicable standards.

32. Project Control Specialist



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Duties: Monitors financial and/or administrative aspects of assigned Contracts and deliverables. Tracks and validates all client financial information, establishes and maintains master Contract files, prepares and monitors status of all deliverables and tracks the value of Contracts. Uses automated systems to track deliverables, financial transactions, and management information.

Education: High School Diploma or equivalent. A Bachelor's degree is preferred.

General Experience: Must have three (3) years of experience working with monitoring systems. Familiar with manpower and resource planning, preparing financial reports and presentations, and cost reporting Contract guidelines.

Specialized Experience: Preparation and analysis of financial statements, development of project schedules, using cost-accounting and labor-reporting systems, working knowledge of Contract and subcontract management. Proficient in the use of spreadsheets and project management tools.

33. Internet/Intranet Site Developer Senior

Duties: Must be able to translate applications requirements into the design of complex web sites, including integrating web pages and applications. Must be able to apply new and emerging technologies to the site development process.

Education: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline or three (3) years of equivalent experience in a related field. A Master's Degree in one of the above disciplines equals one year specialized and two years general experience.

General Experience: Must have five (5) years of web development experience using current Web development and graphic tools, as well as, Web Server and database administration.

Specialized Experience: At least three (3) years of experience designing, developing and deploying Web sites and/or Web applications, including product selection, configuration, installation, maintenance, and site specific Web development languages and relational databases.

34. Internet/Intranet Site Developer Junior

Duties: Must be able to translate applications requirements into the design of complex web sites, including integrating web pages and applications. Must be able to apply new and emerging technologies to the development process.

Education: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline or three (3) years of equivalent experience in a related field. A Master's Degree in one of the above disciplines equals one year specialized and two years general experience.

General Experience: Must have one (1) year of web development experience using current Web development and graphic tools, as well as, Web server and database administration.

Specialized Experience: At least one (1) year of experience designing, developing and deploying Web sites and/or Web applications, including product selection, configuration, installation, maintenance, and site policy development. Experience developing Web pages using HTML, scripting languages, platform specific web development languages and relational databases.

35. Systems Design Engineer



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Duties: Must be able to perform design of information systems, including the design of the application architecture, database, and interfaces. Responsible for gathering and analyzing user requirements and translating them into system designs.

Education: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. A Master's Degree is preferred. A Master's Degree in one of the above disciplines equals one year specialized and two years general experience.

General Experience: Must have six (6) years of experience planning, designing, building, and implementing IT systems. Familiar with Capability Maturity Model compliant structured methodology.

Specialized Experience: At least four (4) years of experience analyzing user requirements and translating them into system designs using various design tools and techniques. Demonstrated ability to develop and execute system designs, ensure implementation of repeatable processes, and ensure compliance with Capability Maturity Model (CMM) methodology.

36. Network Manager

Duties: Performs a variety of network management functions in support of MIS services related to the operation, performance, or availability of data communications networks. Modifies command language programs, network start up files, assigns/re-assigns network device logical, analyzes network performance and recommends adjustments to wide variety of complex network management functions with responsibility for overall performance and availability of networks. LAN/WAN consultant skilled in network analysis, integration and tuning. Experience with cable/LAN meters, protocol analyzers, Simple Network Management Protocol (SNMP) and Remote Monitoring (RMON) based software products. Knowledge of Ethernet, FDDI and high speed WANs, routers, bridges, and switches. Analyze client LANs/WANs, isolate source of problems, and recommend reconfiguration and implementation of new network hardware to increase performance. Working knowledge of network operating systems. Conducts load balancing efforts to achieve optimum device utilization and network performance. Manages network Email functions. Establishes mailboxes and monitors mail performance on the network. Coordinates with communications engineering to resolve hardware problems. Works with customer and operations staff in scheduling preventative and emergency maintenance activities.

Education and Other Requirements: A Bachelor's degree from an accredited college or university with a major in Computer Science, Information Technology, Engineering, or a related discipline. If applicable, shall be certified as network engineer for the specific network operating system as defined in the task request. The certification criteria are determined by the network operating system vendor. An additional year of specialized experience may be substituted for the required education.

General Experience: Twelve (12) years experience in a computer-related field.

Specialized Experience: Ten (10) years experience in one or more of the following areas: data communications engineering, data communications hardware or software analysis, network administration or management, or have data communication equipment installation and maintenance. Knowledge of cable including FDDI, FOIRL, and 10Base T. Particularly desirable is experience working with IBM's SNA with knowledge of the MVS operating system and SNA protocols.

37. Senior Network Engineer

Duties: Responsible for the design and implementation of large data communications or telecommunications networks. Plans and monitors the installation of communications circuits. Manage and monitor local area networks and associated equipment (e.g., bridges, routers, modem pools, and gateways) Conducts short and long-term plan to meet c communications requirements. Responsible for the design and implementation of LANs/WANs using hub switching and router technology. Performs



hardware/software analyses to provide comparative data of performance characteristics and suitability within the existing systems environment. Prepares tradeoff studies and evaluations for vendor equipment. Generates network monitoring/performance report, for LAN/WAN utilization studies. Recommends network design changes/enhancements for improved system availability and performance.

Education: A Bachelor's degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering or other related scientific or technical discipline. If applicable, shall be certified as network engineer for the specific network operating system as defined in the State task request. The certification criteria are determined by the network operating system vendor. An additional year of specialized experience may be substituted for the required education.

General Experience: Nine (9) years experience in a computer-related field.

Specialized Experience: Seven (7) years of progressive experience in planning, designing, implementation, and analyzing data or telecommunications networks. Must have experience with network analysis/management tools and techniques and be familiar with Personal Computers (PCs) in a client/server environment. Must be familiar with IT technology and long distance and local carrier management.

38. Junior Network Engineer

Duties: Perform similar duties as directed or instructed by the senior network engineer. Conduct studies pertaining to network configuration and monitor traffic patterns such as protocols and peak usage. Stays current with technological changes.

Education: A Bachelor's degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering or other related scientific or technical discipline. An additional year of specialized experience may be substituted for the required education.

General Experience: Five (5) years experience in a computer-related field.

Specialized Experience: Three (3) years of progressive experience in planning, designing, implementation, and analyzing data or telecommunications networks.

39. Network Administrator

Duties: Performs a variety of network management functions related to the operation, performance or availability of data communications networks. Experience with cable/LAN meters, protocol analyzers, SNMP and RMON based software products. Knowledge of Ethernet, FDDI and high speed WANs and routers. Analyze client LANs/WANs, isolate source of problems, and recommend reconfiguration and implementation of new network hardware to increase performance. Advanced knowledge of network operating systems. Modifies command language programs, network start up files, assigns/reassigns network device logicals, participates in load balancing efforts throughout the network to achieve optimum device utilization and performance. Establishes new user accounts on the network granting access to required network files and programs. Manages network Email functions. Establishes mailboxes and monitors mail performance on the network. Troubleshoots network/user problems, presents resolutions for implementation. Prepares a variety of network resource reports.

Education and other Requirements: An Associate's degree from an accredited college or university in Computer Science, Information Systems, Engineering or a related field, or two years of college or university study in Computer Science, Information Systems, Engineering or a related field. If applicable, should be certified as a network administrator for a specific network operating system as defined in the State task request. Certification criteria is determined by the network operating system vendor. An additional year of specialized experience may be substituted for the required education.



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General Experience: Two (2) years experience in a computer-related field.

Specialized Experience: One (1) year of experience in one or more of the following areas: data communications engineering, data communications hardware or software analysis, network administration or management, data communications equipment installation and maintenance, or computer systems administration and management.

40. Network Security Engineer

Duties: Designs, develops, engineers, and implements solutions for projects such as biometrics, smart cards, Secure remote access, VPN, Intrusion detection, port scanning, web security and vulnerability assessments and remediation.

Education: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. A Master's Degree in one of the above disciplines equals one-year specialized and two years general experience. An additional year of specialized experience may be substituted for the required education.

General Experience: This position requires a minimum of eight (8) years of computer-related experience.

Specialized Experience: At least five (5) years of specialized experience in defining computer security requirements for high-level applications, evaluation of approved security product capabilities, and security management.

41. Engineer

Duties: Must be capable of providing services in designated field of engineering. Must be capable of employing current state-of-the-art information system equipment and software. Must be able to define interactions and interfaces among different categories of requirements and develop appropriate design to support the requirements while employing proper methodologies. Must be able to serve as a liaison for interpreting and translating between the designated field of engineering and any information technology requirements as represented on the task team and as a point of contact for evaluation of problems arising from the designate field of engineering.

Education: B.A. or B.S. degree.

General Experience: Must have 5 years of experience in technical work in any combination of areas of engineering such as mechanical, electrical, chemical, civil, biomechanical, etc., and/or information technology.

Specialized Experience: At least 3 years of experience in one specific area of engineering such as mechanical engineering, electrical, chemical, civil, biomechanical, etc.

42. Senior Relocation Project Manager

Duties: Oversight of voice, data, telecom, the installation of cable and the build-out of the equipment rooms. End to end responsibility for project management oversight of all technology relocation issues. Works with cross-functional teams/individuals; interfaces business units and the construction management to assist program manager with executing a pre-move project plan setup of the new space and the migration of hundreds of computer equipment belonging to many different projects. Assigns tasks to the resources, and guides the overall project ensuring on time on budget delivery of project milestones



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from planning to implementation. Acts as primary liaison between the program manager, building architect, engineers, construction manager, vendors, and other consultants.

Education: B.A. or B.S. degree.

General Experience: Must have seven (7) years relocation experience, including at least three (3) years of IT experience.

Specialized Experience: At least three (3) years of experience in direct supervision of relocations, integration projects, and/or telecommunications management for new sites, large scale build-outs expansions and or upgrades.

43. Relocation Project Manager

Duties: Oversight of voice, data, telecom, the installation of cable and the build-out of the equipment rooms. End to end responsibility for project management oversight of all technology relocation issues. Works with cross-functional teams/individuals; interfaces business units and the construction management to assist program manager with executing a pre-move project plan setup of the new space and the migration of hundreds of computer equipment belonging to many different projects. Assigns tasks to the resources, and guides the overall project ensuring on time on budget delivery of project milestones from planning to implementation. Acts as primary liaison between the program manager, building architect, engineers, construction manager, vendors, and other consultants.

Education: B.A. or B.S. degree.

General Experience: Must have five (5) years relocation experience, including at least two (2) years of IT experience.

Specialized Experience: At least two (2) years of experience in direct supervision of relocations, integration projects, and/or telecommunications management for new sites, large scale build-outs expansions and or upgrades.

44. Senior Consultant

Duties: Provides task-unique consulting expertise necessary to interpret requirements, ensure responsiveness and achieve successful performance. Advises team members with the analysis, evaluation and implementation of systems and other IT tasks. Serves as a senior member of consulting teams as a task manager or as a project leader on projects of limited scope and complexity. As a consulting team member, collects, analyzes, and interprets data in one or more information technology specialties. Develops, or participates in the development of, assignment methodology.

Education: B.A. or B.S. degree.

General Experience: Minimum of Eight (8) years experience in related field

Specialized Experience: This position requires six (6) years of demonstrated specialized experience in the field of the task required functional area, with demonstrated expertise through published works, invited speaking engagements, or other public forum on functional topic.

45. Consultant

Duties: Provides task-unique consulting expertise necessary to interpret requirements, ensure responsiveness and achieve successful performance. Advises team members with the analysis, evaluation



and implementation of systems and other IT tasks. Serves as a senior member of consulting teams as a task manager or as a project leader on projects of limited scope and complexity. As a consulting team member, collects, analyzes, and interprets data in one or more information technology specialties. Develops, or participates in the development of, assignment methodology.

Education: B.A. or B.S. degree.

General Experience: Minimum of six (6) years experience in related field

Specialized Experience: This position requires four (4) years of demonstrated specialized experience in the field of the task required functional area, with demonstrated expertise through published works, invited speaking engagements, or other public forum on functional topic.

Degree/Experience Equivalency

The labor category definitions in our Schedule describe the functional responsibilities and education and experience requirements for each labor category. These requirements are a guide to the types of experience and educational background of typical personnel in each labor category.

Education and experience may be substituted for each other. Each year of relevant experience may be substituted for one year of education, and vice versa. In addition, certifications, professional licenses, and vocational technical training may be substituted for experience or education with the written approval of the ordering activity.

Degree	Experience Equivalence*	Other Equivalence
Associates	1 year relevant experience	Vocational or technical training in work related field
Bachelors	Associate degree + 2 years relevant experience, or 4 years relevant experience	Professional certification
Masters	Bachelors + 2 years relevant experience, or Associates + 4 years relevant experience	Professional license
Doctorate	Masters + 2 years relevant experience, Bachelors + 4 years relevant experience	

* Successful completion of higher education which has not yet resulted in a degree may be counted as 1 for 1 year s of experience for each year of college completed

Further, both parties recognize that on occasion there may be a need to waive the requirements in order to utilize the best individual for the task. Therefore, waivers to the education/experience requirements may be granted by either the Task Order contracting officer or contracting officer technical representative. Should the waiver be included in our proposal, award of said proposal shall be deemed a grant of the waiver.



BEST VALUE BLANKET PURCHASE AGREEMENT FEDERAL SUPPLY SCHEDULE

(Insert Customer Name)

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

_____.

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

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

Signatures

Ordering Activity Date _____ Date
The Canton Group

BPA NUMBER _____

(CUSTOMER NAME)

BLANKET PURCHASE AGREEMENT

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

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

MODEL NUMBER/PART NUMBER *SPECIAL BPA DISCOUNT/PRICE

(2) Delivery:

DESTINATION DELIVERY SCHEDULES / DATES

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

(4) This BPA does not obligate any funds.

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



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(6) The following office(s) is hereby authorized to place orders under this BPA:
OFFICE POINT OF CONTACT

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

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

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

(9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.

(10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor s invoice, the provisions of this BPA will take precedence.

BASIC GUIDELINES FOR USING CONTRACTOR TEAM ARRANGEMENTS

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

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

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

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

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

Here is a general outline on how it works:

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

TERMS AND CONDITIONS

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

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

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

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

5. STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)
 - a. The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-
 - (1) Cancel the stop-work order; or
 - (2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.
 - b. If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-
 - (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
 - (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.
 - c. If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

d. If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

6. **INSPECTION OF SERVICES**

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

7. **RESPONSIBILITIES OF THE CONTRACTOR**

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

8. **RESPONSIBILITIES OF THE ORDERING ACTIVITY**

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

9. **INDEPENDENT CONTRACTOR**

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

10. **ORGANIZATIONAL CONFLICTS OF INTEREST**

a. Definitions:

- “Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.
- “Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.
- An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

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

11. **INVOICES**

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

12. **PAYMENTS**

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003)) applies to labor-hour orders placed under this contract.

13. **RESUMES**

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

14. **INCIDENTAL SUPPORT COSTS**

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

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