



General Services Administration
Authorized Federal Supply Schedule
Information Technology Schedule Pricelist

General Purpose Commercial Information Technology Services
Special Item No. 132-51 Information Technology Professional Services

Contract Number: GS-35F-245DA
Contract Period: March 29, 2016 – March 28, 2021



Risk Mitigation Consulting, Inc.

Protecting your assets now and in the future

<http://riskmitigationconsulting.com>

For more information on ordering from Federal Supply
go to: www.gsa.gov/schedules

Risk Mitigation Consulting, Inc.
3895 Sand Dune CT
Destin, FL 32541

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Phone: 501-766-1719
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Business Size: Service-Disabled Veteran-Owned Small Business

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through **GSA Advantage!**, a menu-driven database system. The INTERNET address for **GSA Advantage!** is <http://www.gsaadvantage.gov>

Pricelist Effective 1/1/2016



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INFORMATION FOR ORDERING ACTIVITIES

SPECIAL NOTICE TO AGENCIES: Small Business Participation

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

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

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

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

1a. Awarded Special Item Numbers (SINS)

132-51 INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES

FSC/PSC Class D301 IT and Telecom- Facility Operation and Maintenance
FSC/PSC Class D302 IT and Telecom- Systems Development
FSC/PSC Class D306 IT and Telecom- Systems Analysis
FSC/PSC Class D307 IT and Telecom- IT Strategy and Architecture
FSC/PSC Class D310 IT and Telecom- Cyber Security and Data Backup
FSC/PSC Class D316 IT and Telecom- Telecommunications Network Management
FSC/PSC Class D399 IT and Telecom- Other IT and Telecommunications

1b. HOURLY LABOR RATES: Please see Price List below. Prices shown are net and inclusive any discount.

1c. LABOR CATEGORY DESCRIPTIONS: Please see Labor Category Descriptions below.

2. MAXIMUM ORDER*: \$500,000 per order for the following SIN.
SIN 132-51 - Information Technology Professional Services
(All dollar amounts are exclusive of any discount for prompt payment.)

3. MINIMUM ORDER: \$100.

4. GEOGRAPHIC COVERAGE (Delivery Area): Worldwide

5. POINT OF PRODUCTION: Destin, FL and Risk Mitigation Consulting Offices nationwide.

6. DISCOUNT FROM LIST PRICES: All prices listed are net prices.



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7. **QUANTITY DISCOUNT:** The discount is based upon annual sales of an individual task order and is based upon the order's funded value at time of award.
 - Orders over \$500,000 receive a 1% discount.
8. **PROMPT PAYMENT TERMS:** 1% Net 10; or Net 30 days from receipt of invoice or date of acceptance, whichever is later.
- 9.a **ACCEPTANCE OF GOVERNMENT CREDIT CARDS:** Government credit cards will be accepted for orders at or below the micro-purchase threshold.
- 9.b **ACCEPTANCE OF GOVERNMENT CREDIT CARDS:** Government credit cards will be accepted for orders above the micro-purchase threshold.
10. **FOREIGN ITEMS:** Not Applicable
- 11.a. **TIME OF DELIVERY:** Specified in each task order.
- 11.b. **EXPEDITED DELIVERY:** When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering activity, ordering activities are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering activity, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.
- 11.c. **OVERNIGHT AND 2-DAY DELIVERY:** Specified in each task order.
- 11.d. **URGENT REQUIRMENTS:** Not Applicable
12. **FOB POINT:** Destination
- 13.a. **ORDERING ADDRESS:**
Risk Mitigation Consulting, Inc.
Attention: Contracts Office
3895 Sand Dune CT
Destin, FL 32541
Phone: 501-766-1719
Fax: 850-424-6858
E-Mail: contracts@rmcinc.us
- 13.b. **ORDERING PROCEDURES:** Ordering activities shall use the ordering procedures described in Federal Acquisition Regulation 8.405-3 when placing an order or establishing a BPA for supplies or services. The ordering procedures, information on Blanket Purchase Agreements (BPA's) and a sample BPA can be found at the GSA/FSS Schedule Homepage (fss.gsa.gov/schedules).
14. **PAYMENT ADDRESS:**

<u>Payment via Check/U.S. Mail</u> Risk Mitigation Consulting, Inc. Attention: Accounting 3895 Sand Dune CT Destin, FL 32541	<u>ACH Payments:</u> Risk Mitigation Consulting, Inc. Navy Federal Credit Union 9-Digit ABA routing number: see invoice Account number: see invoice
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15. **WARRANTY PROVISION:** Not Applicable
16. **EXPORT PACKING CHARGES:** Not Applicable



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- 17. **TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE:** Government Commercial Credit Cards will be acceptable for payments on a case by case basis.
- 18. **TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR:** Not Applicable
- 19. **TERMS AND CONDITIONS OF INSTALLATION:** Not Applicable
- 20. **TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES:** Not Applicable
- 20a. **TERMS AND CONDITIONS FOR ANY OTHER SERVICES:** Not Applicable
- 21. **LIST OF SERVICE AND DISTRIBUTION POINTS:** Not Applicable
- 22. **LIST OF PARTICIPATING DEALERS:** Not Applicable
- 23. **PREVENTIVE MAINTENANCE:** Not Applicable
- 24a. **SPECIAL ATTRIBUTES:** Not Applicable
- 24b. **Section 508 Compliance for Electronic and Information Technology (EIT):** Not Applicable
- 25. **DUNS NUMBER:** 03-458-5284
- 26. **NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE:** Risk Mitigation Consulting is registered in SAM

TERMS AND CONDITIONS

APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES
(SPECIAL ITEM NUMBER 132-51)

******NOTE: All non-professional labor categories must be incidental to, and used solely to support professional services, and cannot be purchased separately.**

1. SCOPE

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

2. PERFORMANCE INCENTIVES I-FSS-60 Performance Incentives (April 2000)

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

3. ORDER

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

4. PERFORMANCE OF SERVICES

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

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



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- (c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.
- (d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

6. INSPECTION OF SERVICES

In accordance with FAR 52.212-4 CONTRACT TERMS AND CONDITIONS--COMMERCIAL ITEMS (MAR 2009) (DEVIATION I - FEB 2007) for Firm-Fixed Price orders and FAR 52.212-4 CONTRACT TERMS AND CONDITIONS –COMMERCIAL ITEMS (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to Time-and-Materials and Labor-Hour Contracts orders placed under this contract.

7. RESPONSIBILITIES OF THE CONTRACTOR

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Dec 2007) Rights in Data – General, may apply.

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

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

9. INDEPENDENT CONTRACTOR

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

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

“Contractor” means the 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 Professional services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress



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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 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition As prescribed in 16.601(e)(3), insert the following provision:

(a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.

(b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—

- (1) The offeror;
- (2) Subcontractors; and/or
- (3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

13. RESUMES

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

14. INCIDENTAL SUPPORT COSTS

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

15. APPROVAL OF SUBCONTRACTS

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

16. DESCRIPTION OF IT/IAM PROFESSIONAL SERVICES AND PRICING

Please refer to the following sections for Price List and Labor Category descriptions.



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PRICE LIST SIN 132 51

Labor Category	Hourly Rates
Information Technology Specialist I	\$62.22
Information Technology Specialist II	\$71.79
Information Technology Specialist III	\$81.36
Information Technology Specialist IV	\$90.93
Information Technology Specialist V	\$100.50
System Administrator I	\$71.79
Systems Administrator II	\$81.36
System Administrator III	\$90.93
Systems Administrator IV	\$100.50
Network Engineer I	\$100.50
Network Engineer II	\$110.08
Network Engineer III	\$119.65
Network Engineer IV	\$129.22
Cyber Security Specialist I	\$95.72
Cyber Security Specialist II	\$105.29
Cyber Security Specialist III	\$119.65
Cyber Security Specialist IV	\$129.22
Cyber Security Specialist V	\$148.36
Systems Analyst I	\$71.79
Systems Analyst II	\$81.36
Systems Analyst III	\$90.93
Systems Analyst IV	\$100.50
Telecommunications Specialist I	\$71.79
Telecommunications Specialist II	\$86.15
Telecommunications Specialist III	\$100.50
Telecommunications Specialist IV	\$114.86
Telecommunications Specialist V	\$129.22

Labor Categories

Information Technology Specialist I

Minimum/General Experience: 2 Years of related Technical Experience

Minimum Education: Bachelors Degree in related field

Functional Responsibility: Designs, configures, installs and maintains local and wide area network hardware and software which support file services, electronic mail, print services, Internet/Intranet services, data transport, and overall system administration; conducts compatibility tests on various hardware and software components; supervises contractors and conducts testing/certification of their work; provides technology training support in the form of developing training requirements based on customer needs, establishing training profiles, developing training manuals and conducting training sessions as needed; assists in supporting other IT processes and programs including technology planning, program/methodology development, project management, disaster recovery and capacity planning; and performs other duties as required. Can complete simple tasks under general supervision.

Information Technology Specialist II

Minimum/General Experience: 5 Years of related Technical Experience

Minimum Education: Bachelors Degree in related field

Functional Responsibility: Designs, configures, installs and maintains local and wide area network hardware and software which support file services, electronic mail, print services, Internet/Intranet services, data transport, and overall system administration; conducts compatibility tests on various hardware and software components; supervises contractors and conducts testing/certification of their work; provides technology training support in the form of developing training requirements based on customer needs, establishing training profiles, developing training manuals and conducting training sessions as needed; assists in supporting other IT processes and programs including technology planning, program/methodology development, project management, disaster recovery and capacity planning; and performs other duties as required. Can perform more complex tasks under minimal supervision.

Information Technology Specialist III

Minimum/General Experience: 8 Years of related Technical Experience

Minimum Education: Bachelors Degree in related field

Functional Responsibility:

Designs, configures, installs and maintains local and wide area network hardware and software which support file services, electronic mail, print services, Internet/Intranet services, data transport, and overall system administration; conducts compatibility tests on various hardware and software components; supervises contractors and conducts testing/certification of their work; provides technology training support in the form of developing training requirements based on customer needs, establishing training profiles, developing training manuals and conducting training sessions as needed; assists in supporting other IT processes and programs including technology planning, program/methodology development, project management, disaster recovery and capacity planning; and performs other duties as required. Can perform more complex tasks with no supervision required.

Information Technology Specialist IV

Minimum/General Experience: 10 Years of related Technical Experience

Minimum Education: Bachelors Degree in related field

Functional Responsibility:

Designs, configures, installs and maintains local and wide area network hardware and software which support file services, electronic mail, print services, Internet/Intranet services, data transport, and overall

system administration; conducts compatibility tests on various hardware and software components; supervises contractors and conducts testing/certification of their work; provides technology training support in the form of developing training requirements based on customer needs, establishing training profiles, developing training manuals and conducting training sessions as needed; assists in supporting other IT processes and programs including technology planning, program/methodology development, project management, disaster recovery and capacity planning; and performs other duties as required. Can perform more complex tasks with no supervision required. May supervise junior personnel.

Information Technology Specialist V

Minimum/General Experience: 15 Years of related Technical Experience

Minimum Education: Bachelors Degree in related field

Functional Responsibility:

Designs, configures, installs and maintains local and wide area network hardware and software which support file services, electronic mail, print services, Internet/Intranet services, data transport, and overall system administration; conducts compatibility tests on various hardware and software components; supervises contractors and conducts testing/certification of their work; provides technology training support in the form of developing training requirements based on customer needs, establishing training profiles, developing training manuals and conducting training sessions as needed; assists in supporting other IT processes and programs including technology planning, program/methodology development, project management, disaster recovery and capacity planning; and performs other duties as required. Can perform more complex tasks with no supervision required. Shall supervise junior personnel.

System Administrator I

Minimum/General Experience: 2 Years of related Technical Experience

Minimum Education: Bachelors Degree in related field

Functional Responsibility: Responsible for installing, managing, maintaining and troubleshooting hardware/software on systems, to maintain on-going operational performance of programs (software) and the hardware on which the programs run within the Mainframe, Mid-Range, or PC environments. Implements and supports local area network (LAN) and Wide area network (WAN) hardware and software. Analyzes customer workflow and procedures to recommend operational support tools and technologies to satisfy customer needs. Acts as a liaison between the customer, suppliers, and other technical groups to resolve network and hardware problems. Analyzes performance problems and recommends solutions to enhance functionality, reliability and/or usability. Implements operational support standards and procedures relating to change management, performance management, and security. Recommends changes and improvements to existing standards. Provides support for the overall IT system administration activities such as user access, backup and recovery procedures, patches and upgrades, tuning, and performance. Can perform simple tasks under general supervision.

Systems Administrator II

Minimum/General Experience: 5 Years of related Technical Experience

Minimum Education: Bachelors Degree in related field

Functional Responsibility: Responsible for installing, managing, maintaining and troubleshooting hardware/software on systems, to maintain on-going operational performance of programs (software) and the hardware on which the programs run within the Mainframe, Mid-Range, or PC environments. Implements and supports local area network (LAN) and Wide area network (WAN) hardware and software. Analyzes customer workflow and procedures to recommend operational support tools and technologies to satisfy customer needs. Acts as a liaison between the customer, suppliers, and other technical groups to resolve network and hardware problems. Analyzes performance problems and recommends solutions to enhance functionality, reliability and/or usability. Implements operational support

standards and procedures relating to change management, performance management, and security. Recommends changes and improvements to existing standards. Provides support for the overall IT system administration activities such as user access, backup and recovery procedures, patches and upgrades, tuning, and performance. Can perform more complex tasks under minimal supervision.

System Administrator III

Minimum/General Experience: 8 Years of related Technical Experience

Minimum Education: Bachelors Degree in related field

Functional Responsibility: Responsible for the installing, managing, maintaining and troubleshooting hardware and software on systems, to maintain the on-going operational performance of programs (software) and the hardware on which the programs run within the Mainframe, Mid-Range, or PC environments. Implements and supports local area network (LAN) and Wide area network (WAN) hardware and software. Analyzes customer workflow and procedures to recommend operational support tools and technologies to satisfy customer needs. Acts as a liaison between the customer, suppliers, and other technical groups to resolve network and hardware problems. Analyzes performance problems and recommends solutions to enhance functionality, reliability and/or usability. Implements operational support standards and procedures relating to change management, performance management, and security. Recommends changes and improvements to existing standards. Provides support for the overall IT system administration activities such as user access, backup and recovery procedures, patches and upgrades, tuning, and performance. Can perform more complex tasks with no supervision required.

Network Engineer I

Minimum/General Experience: 2 Years of related Technical Experience

Minimum Education: Bachelors Degree in related field

Functional Responsibility: Manages an engineering group responsible for telecommunications, networks, and other IT disciplines. Applies extremely complex networking concepts in the analysis, study, and design of data networks. Analyzes network characteristics (e.g., traffic, connect time, transmission speeds, packet sizes, and throughput) and recommends procurement, removals, and modifications to network components. Designs and optimizes network topologies and site configurations. Plans and supervises installations, transitions, and cutovers of network components and capabilities. Reviews existing network designs and capabilities with the goal of making refinements, reducing operating overhead, enhancing network throughput, and improving current network topologies. Can perform simple tasks under general supervision.

Network Engineer II

Minimum/General Experience: 5 Years of related Technical Experience

Minimum Education: Bachelors Degree in related field

Functional Responsibility: Manages an engineering group responsible for telecommunications, networks, and other IT disciplines. Applies extremely complex networking concepts in the analysis, study, and design of data networks. Analyzes network characteristics (e.g., traffic, connect time, transmission speeds, packet sizes, and throughput) and recommends procurement, removals, and modifications to network components. Designs and optimizes network topologies and site configurations. Plans and supervises installations, transitions, and cutovers of network components and capabilities. Reviews existing network designs and capabilities with the goal of making refinements, reducing operating overhead, enhancing network throughput, and improving current network topologies. Can perform more complex tasks under minimal supervision.

Network Engineer III**Minimum/General Experience:** 8 Years of related Technical Experience**Minimum Education:** Bachelors Degree in related field

Functional Responsibility: Manages an engineering group responsible for telecommunications, networks, and other IT disciplines. Applies extremely complex networking concepts in the analysis, study, and design of data networks. Analyzes network characteristics (e.g., traffic, connect time, transmission speeds, packet sizes, and throughput) and recommends procurement, removals, and modifications to network components. Designs and optimizes network topologies and site configurations. Plans and supervises installations, transitions, and cutovers of network components and capabilities. Reviews existing network designs and capabilities with the goal of making refinements, reducing operating overhead, enhancing network throughput, and improving current network topologies. Can perform more complex tasks with no supervision required.

Network Engineer IV**Minimum/General Experience:** 10 Years of related Technical Experience**Minimum Education:** Bachelors Degree in related field

Functional Responsibility: Manages an engineering group responsible for telecommunications, networks, and other IT disciplines. Applies extremely complex networking concepts in the analysis, study, and design of data networks. Analyzes network characteristics (e.g., traffic, connect time, transmission speeds, packet sizes, and throughput) and recommends procurement, removals, and modifications to network components. Designs and optimizes network topologies and site configurations. Plans and supervises installations, transitions, and cutovers of network components and capabilities. Reviews existing network designs and capabilities with the goal of making refinements, reducing operating overhead, enhancing network throughput, and improving current network topologies. Can perform more complex tasks with no supervision required. May supervise junior personnel.

Cyber Security Specialist I**Minimum/General Experience:** 2 Years of related Technical Experience**Minimum Education:** Bachelors Degree in related field

Functional Responsibility: Experience includes providing independent assessment overview of the implementation of the policy and procedures associated with the enterprise system software, security on operating systems and network devices, and the analysis of security vulnerabilities identifying recommendations for the remedy of the particular environment. Provides support to one or several areas such as: analysis of mission requirements, secure architecture design, organizational and vulnerability assessments, intelligence and threat analysis; system security/network analysis, firewall implementation/configuration, physical security analysis of facilities, emergency preparedness, security assessment/risk analysis, security design of local area networks and wide area networks, security analysis of network operating systems and applications, continuity of operations, planning, disaster recovery, identity, credential, and access management (ICAM), and computer security policies development and implementation. Can complete simple tasks under general supervision.

Cyber Security Specialist II**Minimum/General Experience:** 5 Years of related Technical Experience**Minimum Education:** Bachelors Degree in related field

Functional Responsibility: Experience includes providing independent assessment overview of the implementation of the policy and procedures associated with the enterprise system software, security on operating systems and network devices, and the analysis of security vulnerabilities identifying recommendations for the remedy of the particular environment. Provides support to one or several areas such as: analysis of mission requirements, secure architecture design, organizational and vulnerability

assessments, intelligence and threat analysis; system security/network analysis, firewall implementation/configuration, physical security analysis of facilities, emergency preparedness, security assessment/risk analysis, security design of local area networks and wide area networks, security analysis of network operating systems and applications, continuity of operations, planning, disaster recovery, identity, credential, and access management (ICAM), and computer security policies development and implementation. Can perform more complex tasks under minimal supervision.

Cyber Security Specialist III

Minimum/General Experience: 8 Years of related Technical Experience

Minimum Education: Bachelors Degree in related field

Functional Responsibility: Experience includes providing independent assessment overview of the implementation of the policy and procedures associated with the enterprise system software, security on operating systems and network devices, and the analysis of security vulnerabilities identifying recommendations for the remedy of the particular environment. Provides support to one or several areas such as: analysis of mission requirements, secure architecture design, organizational and vulnerability assessments, intelligence and threat analysis; system security/network analysis, firewall implementation/configuration, physical security analysis of facilities, emergency preparedness, security assessment/risk analysis, security design of local area networks and wide area networks, security analysis of network operating systems and applications, continuity of operations, planning, disaster recovery, identity, credential, and access management (ICAM), and computer security policies development and implementation. Can perform more complex tasks with no supervision required.

Cyber Security Specialist IV

Minimum/General Experience: 10 Years of related Technical Experience

Minimum Education: Bachelors Degree in related field

Functional Responsibility: Experience includes providing independent assessment overview of the implementation of the policy and procedures associated with the enterprise system software, security on operating systems and network devices, and the analysis of security vulnerabilities identifying recommendations for the remedy of the particular environment. Provides support to one or several areas such as: analysis of mission requirements, secure architecture design, organizational and vulnerability assessments, intelligence and threat analysis; system security/network analysis, firewall implementation/configuration, physical security analysis of facilities, emergency preparedness, security assessment/risk analysis, security design of local area networks and wide area networks, security analysis of network operating systems and applications, continuity of operations, planning, disaster recovery, identity, credential, and access management (ICAM), and computer security policies development and implementation. Can perform more complex tasks with no supervision required. May supervise junior personnel.

Cyber Security Specialist V

Minimum/General Experience: 15 Years of related Technical Experience

Minimum Education: Bachelors Degree in related field

Functional Responsibility: Experience includes providing independent assessment overview of the implementation of the policy and procedures associated with the enterprise system software, security on operating systems and network devices, and the analysis of security vulnerabilities identifying recommendations for the remedy of the particular environment. Provides support to one or several areas such as: analysis of mission requirements, secure architecture design, organizational and vulnerability assessments, intelligence and threat analysis; system security/network analysis, firewall implementation/configuration, physical security analysis of facilities, emergency preparedness, security assessment/risk analysis, security design of local area networks and wide area networks, security analysis

of network operating systems and applications, continuity of operations, planning, disaster recovery, identity, credential, and access management (ICAM), and computer security policies development and implementation. Can perform more complex tasks with no supervision required. Shall supervise junior personnel.

Systems Analyst I

Minimum/General Experience: 2 Year of related Technical Experience

Minimum Education: Bachelors Degree in related field

Functional Responsibility: Applies knowledge of computer science principles, automated data processing functions, and software languages to develop solutions to user requirements. Provides direction on complex application problems involving all phases of system analysis to provide resolution. Assists users, functional and technical activity personnel in the application, definition, and design. Oversees and performs the gathering, analysis, and synthesis of information for system definition. Supports the development of test plans, test descriptions, and test procedures and reviews results to ensure compliance with specifications. Develops and maintains user support documentation. Analyzes software maintenance requirements including trouble report and change proposal analysis. Proposes economical and efficient solutions as part of developing solutions to user requirements. Can perform simple tasks under supervision.

Systems Analyst II

Minimum/General Experience: 5 Years of related Technical Experience

Minimum Education: Bachelors Degree in related field

Functional Responsibility: Applies knowledge of computer science principles, automated data processing functions, and software languages to develop solutions to user requirements. Provides direction on complex application problems involving all phases of system analysis to provide resolution. Assists users, functional and technical activity personnel in the application, definition, and design. Oversees and performs the gathering, analysis, and synthesis of information for system definition. Supports the development of test plans, test descriptions, and test procedures and reviews results to ensure compliance with specifications. Develops and maintains user support documentation. Analyzes software maintenance requirements including trouble report and change proposal analysis. Proposes economical and efficient solutions as part of developing solutions to user requirements. Can perform more complex tasks under supervision.

Systems Analyst III

Minimum/General Experience: 8 Years of related Technical Experience

Minimum Education: Bachelors Degree in related field

Functional Responsibility: Applies knowledge of computer science principles, automated data processing functions, and software languages to develop solutions to user requirements. Provides direction on complex application problems involving all phases of system analysis to provide resolution. Assists users, functional and technical activity personnel in the application, definition, and design. Oversees and performs the gathering, analysis, and synthesis of information for system definition. Supports the development of test plans, test descriptions, and test procedures and reviews results to ensure compliance with specifications. Develops and maintains user support documentation. Analyzes software maintenance requirements including trouble report and change proposal analysis. Proposes economical and efficient solutions as part of developing solutions to user requirements. Can perform more complex tasks with minimal supervision.

Systems Analyst IV**Minimum/General Experience:** 10 Years of related Technical Experience**Minimum Education:** Bachelors Degree in related field

Functional Responsibility: Applies knowledge of computer science principles, automated data processing functions, and software languages to develop solutions to user requirements. Provides direction on complex application problems involving all phases of system analysis to provide resolution. Assists users, functional and technical activity personnel in the application, definition, and design. Oversees and performs the gathering, analysis, and synthesis of information for system definition. Supports the development of test plans, test descriptions, and test procedures and reviews results to ensure compliance with specifications. Develops and maintains user support documentation. Analyzes software maintenance requirements including trouble report and change proposal analysis. Proposes economical and efficient solutions as part of developing solutions to user requirements. Can perform more complex tasks with minimal supervision. Performs supervisory duties.

Telecommunications Specialist I**Minimum/General Experience:** 2 Years of related Technical Experience**Minimum Education:** Bachelors Degree in related field

Functional Responsibility: Responsible for supporting telecommunications systems with clients. Must have experience with work in the installation, maintenance, and repair of telecommunications systems and equipment, such as data and voice systems including digital computers, peripheral equipment, mobile digital terminal equipment, multi-line telephone systems, various types of PBX's, station equipment, call sequencers and distributors, electronic processors, microwave radios, transmitters, receivers, consoles and other communications and IP based security equipment. Must possess experience in communications software, hardware or networks particularly with Ethernet and IP services. Supports the installation planning, transition, and cutover of network components.

Telecommunications Specialist II**Minimum/General Experience:** 5 Years of related Technical Experience**Minimum Education:** Bachelors Degree in related field

Functional Responsibility: Responsible for supporting telecommunications systems with clients. Must have experience with work in the installation, maintenance, and repair of telecommunications systems and equipment, such as data and voice systems including digital computers, peripheral equipment, mobile digital terminal equipment, multi-line telephone systems, various types of PBX's, station equipment, call sequencers and distributors, electronic processors, microwave radios, transmitters, receivers, consoles and other communications and IP based security equipment. Must possess experience in communications software, hardware or networks particularly with Ethernet and IP services. Supports the installation planning, transition, and cutover of network components. Can perform more complex tasks under minimal supervision.

Telecommunications Specialist III**Minimum/General Experience:** 8 Years of related Technical Experience**Minimum Education:** Bachelors Degree in related field

Functional Responsibility: Responsible for supporting telecommunications systems with clients. Must have experience with work in the installation, maintenance, and repair of telecommunications systems and equipment, such as data and voice systems including digital computers, peripheral equipment, mobile digital terminal equipment, multi-line telephone systems, various types of PBX's, station equipment, call sequencers and distributors, electronic processors, microwave radios, transmitters, receivers, consoles and other communications and IP based security equipment. Must possess experience in communications



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software, hardware or networks particularly with Ethernet and IP services. Supports the installation planning, transition, and cutover of network components. Can perform more complex tasks with no supervision required.

Telecommunications Specialist IV

Minimum/General Experience: 10 Years of related Technical Experience

Minimum Education: Bachelors Degree in related field

Functional Responsibility: Responsible for supporting telecommunications systems with clients. Must have experience with work in the installation, maintenance, and repair of telecommunications systems and equipment, such as data and voice systems including digital computers, peripheral equipment, mobile digital terminal equipment, multi-line telephone systems, various types of PBX's, station equipment, call sequencers and distributors, electronic processors, microwave radios, transmitters, receivers, consoles and other communications and IP based security equipment. Must possess experience in communications software, hardware or networks particularly with Ethernet and IP services. Supports the installation planning, transition, and cutover of network components. Can perform more complex tasks with no supervision required. May supervise junior personnel.

Telecommunications Specialist V

Minimum/General Experience: 15 Years of related Technical Experience

Minimum Education: Bachelors Degree in related field

Functional Responsibility: Responsible for supporting telecommunications systems with clients. Must have experience with work in the installation, maintenance, and repair of telecommunications systems and equipment, such as data and voice systems including digital computers, peripheral equipment, mobile digital terminal equipment, multi-line telephone systems, various types of PBX's, station equipment, call sequencers and distributors, electronic processors, microwave radios, transmitters, receivers, consoles and other communications and IP based security equipment. Must possess experience in communications software, hardware or networks particularly with Ethernet and IP services. Supports the installation planning, transition, and cutover of network components. Can perform more complex tasks with no supervision required. Shall supervise junior personnel.



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DEGREE / EXPERIENCE EQUIVALENCY

Degree Requirement	Substitution of Relevant Experience
Associates Degree	2 Additional Years
Bachelors Degree	4 Additional Years
Masters Degree	6 Additional Years



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

(Insert Customer Name)

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

_____.

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

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

Signatures

Ordering Activity Date Contractor Date



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BPA NUMBER _____

(CUSTOMER NAME)

BLANKET PURCHASE AGREEMENT

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

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

MODEL NUMBER/PART NUMBER *SPECIAL BPA DISCOUNT/PRICE

_____	_____
_____	_____
_____	_____

(2) Delivery:

DESTINATION

DELIVERY SCHEDULES / DATES

_____	_____
_____	_____
_____	_____

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

(4) This BPA does not obligate any funds.

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

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

OFFICE POINT OF CONTACT

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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

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

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;
- (d) Model Number or National Stock Number (NSN);



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- (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 a ordering activity requirements.

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

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

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

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

Here is a general outline on how it works:

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