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INFORMATION FOR ORDERING OFFICES

SPECIAL NOTICE TO AGENCIES:

Small Business Participation

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

For orders exceeding the micropurchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!™ on-line shopping service (www.fss.gsa.gov). The catalogs/pricelists, GSA Advantage!™ in addition, the Federal Supply Service Home Page (www.fss.gsa.gov) 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 micropurchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

1. Geographic Scope of Contract:

The geographic scope of contract is the 48 contiguous states and the District of Columbia, Alaska, Hawaii, and the Commonwealth of Puerto Rico All overseas locations are also covered.

2. Comnet Science’s Ordering Address and Payment Information:

**202 W. Shearwater Court, Suite 51
Jersey City, NJ 07305**

Contractors are required to accept the Government purchase card for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Government purchase cards **will not** be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

The following telephone number(s) can be used by ordering agencies to obtain technical and/or ordering assistance:

201-433-5068

3. LIABILITY FOR INJURY OR DAMAGE

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

4. Statistical Data for Government Ordering Office Completion of Standard Form 279:

Block 9: G. Order/Modification Under Federal Schedule
Block 16: Data Universal Numbering System (DUNS) Number: 827-354-747
Block 30: Type of Contractor: A. Small Disadvantaged Business
Block 31: Woman-Owned Small Business: No
Block 36: Comnet Science’s Taxpayer Identification Number (TIN): 22-3075830

4a. CAGE Code: 1BHH6

4b. Contractor has registered with the Central Contractor Registration Database.

5. FOB Destination

6. DELIVERY SCHEDULE

a. TIME OF DELIVERY: Comnet Sciences shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below:

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
132-51	As negotiated between Comnet Sciences and the ordering agency.

Expedited Delivery Times are Negotiated between Comnet Sciences and the ordering agency.

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

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

a. Government Educational Institutions receive the same discount as all other Government customers

8. Trade Agreements Act of 1979, as amended:

All items are U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.

9. Statement Concerning Availability of Export Packing:

10. Small Requirements: The minimum dollar value of orders to be issued is \$10,000.00

11. Maximum Order: (All dollar amounts are exclusive of any discount for prompt payment.)

a. Special Item Number 132-51 - Information Technology (IT) Professional Services

The maximum dollar value per order for all IT Professional services will be \$500,000.

12. USE OF FEDERAL SUPPLY SERVICE INFORMATION TECHNOLOGY SCHEDULE CONTRACTS. In accordance with FAR 8.404:

[NOTE: Special ordering procedures have been established for Special Item Number (SIN) 132-51 IT Professional Services; refer to the terms and conditions for that SIN.]

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

a. Orders placed at or below the micro-purchase threshold. ordering activities can place orders at or below the micro-purchase threshold with any Federal Supply Schedule Contractor.

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

(1) Special features of the supply or service that are required in effective program performance and that are not provided by a comparable supply or service;

- (2) Trade-in considerations;
- (3) Probable life of the item selected as compared with that of a comparable item;
- (4) Warranty considerations;
- (5) Maintenance availability;
- (6) Past performance; and
- (7) Environmental and energy efficiency considerations.

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

Review additional Schedule Contractors'

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

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

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

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

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

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

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

13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS: ordering activities acquiring products from this Schedule must comply with the provisions of

the Federal Standards Program, as appropriate (reference: NIST Federal Standards Index). Inquiries to determine whether or not specific products listed herein comply with Federal Information Processing Standards (FIPS) or Federal Telecommunication Standards (FED-STDS), which are cited by ordering activities, shall be responded to promptly by the Contractor.

13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS):

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

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

14. CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2001)

- (a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.
- (b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. The Industrial Funding Fee does NOT apply to travel and per diem charges.
- (c) Certifications, Licenses and Accreditation's: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditation's for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.
- (d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
- (e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.
- (f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.
- (g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.

- (h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.
- (i) Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.
- (j) Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.

15. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES: Any ordering activity, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the ordering activity's convenience, and (m) Termination for Cause (See C.1.)

16. GSA Advantage!

GSA Advantage! is on-line, interactive electronic information and ordering system that provides on-line access to vendors' schedule prices with ordering information. GSA Advantage! will allow the user to perform various searches across all contracts including, but not limited to:

- (1) Manufacturer;
- (2) Manufacturer's Part Number; and
- (3) Product categories.

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

17. PURCHASE OF OPEN MARKET ITEMS

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract.

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

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

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

- a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:
- (1) Time of delivery/installation quotations for individual orders;
 - (2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/ service/software package submitted in response to requirements which result in orders under this schedule contract.
 - (3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.
- b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.

19. OVERSEAS ACTIVITIES

The terms and conditions of this contract shall apply to all orders for installation, maintenance and repair of equipment in areas listed in the pricelist outside the 48 contiguous states and the District of Columbia, except as indicated below: None

Upon request of the Contractor, the ordering activity may provide the Contractor with logistics support, as available, in accordance with all applicable ordering activity regulations. Such ordering activity support will be provided on a reimbursable basis, and will only be provided to the Contractor's technical personnel whose services are exclusively required for the fulfillment of the terms and conditions of this contract.

20. BLANKET PURCHASE AGREEMENTS (BPAs)

Federal Acquisition Regulation (FAR) 13.303-1(a) defines Blanket Purchase Agreements (BPAs) as "...a simplified method of filling anticipated repetitive needs for supplies or services by establishing 'charge accounts' with qualified sources of supply." The use of Blanket Purchase Agreements under the Federal Supply Schedule Program is authorized in accordance with FAR 13.303-2(c)(3), which reads, in part, as follows:

"BPAs may be established with Federal Supply Schedule Contractors, if not inconsistent with the terms of the applicable schedule contract."

Federal Supply Schedule contracts contain BPA provisions to enable schedule users to maximize their administrative and purchasing savings. This feature permits schedule users to set up "accounts" with Schedule Contractors to fill recurring requirements. These accounts establish a period for the BPA and generally address issues such as the frequency of ordering and invoicing, authorized callers, discounts, delivery locations and times. Agencies may qualify for the best quantity/volume discounts available under the contract, based on the potential volume of business that may be generated through such an agreement, regardless of the size of the individual orders. In addition, agencies may be able to secure a discount higher than that available in the contract based on the aggregate volume of business possible under a BPA. Finally, Contractors may be open to a progressive type of discounting where the discount would increase once the sales accumulated under the BPA reach certain prescribed levels. Use of a BPA may be particularly useful with the new Maximum Order feature. See the Suggested Format, contained in this Schedule Pricelist, for customers to consider when using this purchasing tool.

21. CONTRACTOR TEAM ARRANGEMENTS

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74, Contractor's Reports of Sales and 552.238-76, Industrial Funding Fee, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

22. INSTALLATION, DEINSTALLATION, REINSTALLATION

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

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

23. SECTION 508 COMPLIANCE.

Not applicable.

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.

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

- (a) A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and
- (b) The following statement:
This order is placed under written authorization from _____ dated _____. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

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

- (a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.
- (b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—
 - (1) For such period as the laws of the State in which this contract is to be performed prescribe; or
 - (2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.
- (c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

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

1. SCOPE

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

2. PERFORMANCE INCENTIVES

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

**3. ORDERING PROCEDURES FOR SERVICES (REQUIRING A STATEMENT OF WORK)
(G-FCI-920) (MAR 2003)**

FAR 8.402 contemplates that GSA may occasionally find it necessary to establish special ordering procedures for individual Federal Supply Schedules or for some Special Item Numbers (SINs) within a Schedule. GSA has established special ordering procedures for services that require a Statement of Work. These special ordering procedures take precedence over the procedures in FAR 8.404 (b)(2) through (b)(3).

When ordering services over \$100,000, Department of Defense (DOD) ordering offices and non-DOD agencies placing orders on behalf of the DOD must follow the policies and procedures in the Defense Federal Acquisition Regulation Supplement (DFARS) 208.404-70 – Additional ordering procedures for services. When DFARS 208.404-70 is applicable and there is a conflict between the ordering procedures contained in this clause and the additional ordering procedures for services in DFARS 208.404-70, the DFARS procedures take precedence.

GSA has determined that the prices for services contained in the contractor's price list applicable to this Schedule are fair and reasonable. However, the ordering activity using this contract is responsible for considering the level of effort and mix of labor proposed to perform a specific task being ordered and for making a determination that the total firm-fixed price or ceiling price is fair and reasonable.

- (a) When ordering services, ordering activities shall—
 - (1) Prepare a Request (Request for Quote or other communication tool):
 - (i) A statement of work (a performance-based statement of work is preferred) that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria, and any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared.
 - (ii) The request should include the statement of work and request the contractors to submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of

work. A firm-fixed price order shall be requested, unless the ordering activity makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and-materials proposal may be requested. The firm-fixed price shall be based on the rates in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm-fixed price of the order should also include any travel costs or other incidental costs related to performance of the services ordered, unless the order provides for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations. A ceiling price must be established for labor-hour and time-and-materials orders.

(iii) The request may ask the contractors, if necessary or appropriate, to submit a project plan for performing the task, and information on the contractor's experience and/or past performance performing similar tasks.

(iv) The request shall notify the contractors what basis will be used for selecting the contractor to receive the order. The notice shall include the basis for determining whether the contractors are technically qualified and provide an explanation regarding the intended use of any experience and/or past performance information in determining technical qualification of responses. If consideration will be limited to schedule contractors who are small business concerns as permitted by paragraph (2) below, the request shall notify the contractors that will be the case.

(2) Transmit the Request to Contractors:

Based upon an initial evaluation of catalogs and price lists, the ordering activity should identify the contractors that appear to offer the best value (considering the scope of services offered, pricing and other factors such as contractors' locations, as appropriate) and transmit the request as follows:

NOTE: When buying IT professional services under SIN 132—51 ONLY, the ordering office, at its discretion, may limit consideration to those schedule contractors that are small business concerns. This limitation is not applicable when buying supplies and/or services under other SINs as well as SIN 132-51. The limitation may only be used when at least three (3) small businesses that appear to offer services that will meet the agency's needs are available, if the order is estimated to exceed the micro-purchase threshold.

(i) The request should be provided to at least three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not exceed the maximum order threshold.

(ii) For proposed orders exceeding the maximum order threshold, the request should be provided to additional contractors that offer services that will meet the ordering activity's needs.

(iii) In addition, the request shall be provided to any contractor who specifically requests a copy of the request for the proposed order.

(iv) Ordering activities should strive to minimize the contractors' costs associated with responding to requests for quotes for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement. Oral presentations should be considered, when possible.

(3) Evaluate Responses and Select the Contractor to Receive the Order:

After responses have been evaluated against the factors identified in the request, the order should be placed with the schedule contractor that represents the best value. (See FAR 8.404)

(b) The establishment of Federal Supply Schedule Blanket Purchase Agreements (BPAs) for recurring services is permitted when the procedures outlined herein are followed. All BPAs for services must define the services that may be ordered under the BPA, along with delivery or performance time frames, billing procedures, etc. The potential volume of orders under BPAs, regardless of the size of individual orders, may offer the ordering activity the opportunity to secure volume discounts. When establishing BPAs, ordering activities shall—

(1) Inform contractors in the request (based on the ordering activity's requirement) if a single BPA or multiple BPAs will be established, and indicate the basis that will be used for selecting the contractors to be awarded the BPAs.

(i) **SINGLE BPA:** Generally, a single BPA should be established when the ordering activity can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for service arises. The schedule contractor that represents the best value should be awarded the BPA. (See FAR 8.404)

(ii) **MULTIPLE BPAs:** When the ordering activity determines multiple BPAs are needed to meet its requirements, the ordering activity should determine which contractors can meet any technical qualifications before establishing the BPAs. When establishing the BPAs, the procedures in (a)(2) above must be followed. The procedures at (a)(2) do not apply to orders issued under multiple BPAs. Authorized users must transmit the request for quote for an order to all BPA holders and then place the order with the Schedule contractor that represents the best value.

(2) **Review BPAs Periodically:** Such reviews shall be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the best value. (See FAR 8.404)

(c) The ordering activity should give preference to small business concerns when two or more contractors can provide the services at the same firm-fixed price or ceiling price.

(d) When the ordering activity's requirement involves both products as well as executive, administrative and/or professional, services, the ordering activity should total the prices for the products and the firm-fixed price for the services and select the contractor that represents the best value. (See FAR 8.404)

(e) The ordering activity, at a minimum, should document orders by identifying the contractor from which the services were purchased, the services purchased, and the amount paid. If other than a firm-fixed price order is placed, such documentation should include the basis for the determination to use a labor-hour or time-and-materials order. For ordering activity requirements in excess of the micro-purchase threshold, the order file should document the evaluation of Schedule contractors' quotes that formed the basis for the selection of the contractor that received the order and the rationale for any trade-offs made in making the selection.

4. 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 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.

5. 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.

6. INSPECTION OF SERVICES

The Inspection of Services–Fixed Price (AUG 1996) 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) 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 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 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 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 I (APR 1984) 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 (DEC 2002) applies to labor-hour orders placed under this contract.

13. RESUMES

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

14. INCIDENTAL SUPPORT COSTS

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

15. APPROVAL OF SUBCONTRACTS

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

16. DESCRIPTION OF IT SERVICES AND PRICING

Service Area Descriptions

Comnet Sciences offers the following Information Technology related major service areas:

Information Engineering and Resource Management - This service area includes CASE tool application for enterprise-wide information architecture development, activity modeling, business analysis, GOTS and COTS database system modification and maintenance, and related data administration/standardization support functions. It also includes wide-ranging information management services such as policy analysis; strategic, operational, and information technology planning; resource allocation; record management; asset disposition; performance indicator benchmarking and monitoring; and functional program effectiveness reviews.

Telecommunications Engineering and Network Management - This service area includes LAN/WAN requirements analysis, design, installation, and maintenance in support of voice and data communication systems; telecommunications architecture development; system integration, troubleshooting, and configuration management; facilities engineering, site surveys, and cabling; video teleconferencing; network administration and capacity planning; and help desk/hotline support. It also applies to GOTS and COTS hardware, software, and database products inside and outside the cable plant as well as to repair and maintenance in field, office and depot environments.

System Life Cycle Support – This service area includes planning and analysis, requirements definition, prototyping, programming, testing, documentation and training, operations and maintenance, software performance engineering and tuning, engineering data management, and configuration control. It also includes the logical/physical design and customization of database management systems (DBMSs). COTS software evaluation and integration, Internet related applications development, mainframe to client/server migration, Lotus Notes groupware computing, and independent verification and validation (IV&V) of acquisition contractor support activities.

Application Process Improvement Support– This service area includes the enterprise reengineering of business application systems and supporting processes using state-of-the-art tools and methodologies. It covers cross-functional group facilitation, business rule analysis, process and data modeling, benchmarking against best practices, activity based costing, functional process improvement and economic analysis, simulation, performance measurement, and change management.

Information Technology Acquisition Support – This service area includes the planning and alternative analysis of the information technology acquisition process; preparation of solicitation documentation, software specifications, source selection criteria and others; technical assistance in responding to vendor questions and evaluating proposals; independent cost analysis; and post-award acceptance testing of delivered products, suspense tracking, and cost-schedule performance monitoring.

Decision Support Systems and Data Analysis – This service area includes the analytical support for conducting and administering information dissemination, systems, and technology management programs. The scope of services covers market research and evaluation, survey development and data processing, statistical analysis, simulation modeling and forecasting, cost/benefit analysis, technical feasibility assessments, regulatory analysis, systems engineering analysis and risk management, productivity measurement, privatization/outsourcing studies, and business case analysis.

LABOR CATEGORY PRICING/DESCRIPTIONS

LABOR CATEGORY	GSA Price effective 1/1/04 – 1/27/04	1/28/04-1/27/05	1/28/05-1/27/06	1/28/06-1/27/07	1/28/07-1/27/08	1/28/08-1/27/09
Project Manager	\$78.16	\$80.66	\$83.24	\$85.90	\$88.65	\$91.49
Application Process Improvement Specialist						
Principal	\$75.49	\$77.91	\$80.40	\$82.97	\$85.63	\$88.37
Senior	\$63.57	\$65.61	\$67.71	\$69.87	\$72.11	\$74.42
Journeyman	\$53.20	\$54.90	\$56.66	\$58.47	\$60.34	\$62.27
Junior	\$44.32	\$45.74	\$47.20	\$48.71	\$50.27	\$51.88
ADP Processing Professional						
Senior	\$94.55	\$97.57	\$100.69	\$103.92	\$107.24	\$110.67
Journeyman	\$46.26	\$47.74	\$49.26	\$50.84	\$52.47	\$54.15
Junior	\$29.10	\$30.03	\$30.99	\$31.98	\$33.00	\$34.06
Communications Systems Engineer						
Principal	\$80.19	\$82.76	\$85.41	\$88.14	\$90.96	\$93.87
Senior	\$74.38	\$76.76	\$79.21	\$81.75	\$84.36	\$87.06
Journeyman	\$59.46	\$61.37	\$63.33	\$65.36	\$67.45	\$69.61
Junior	\$49.62	\$51.20	\$52.84	\$54.53	\$56.28	\$58.08
Database Specialist						
Senior	\$86.40	\$89.16	\$92.01	\$94.96	\$98.00	\$101.13
Journeyman	\$69.27	\$71.48	\$73.77	\$76.13	\$78.57	\$81.08
Junior	\$49.84	\$51.43	\$53.08	\$54.78	\$56.53	\$58.34
Engineering Technician						
Principal	\$72.51	\$74.83	\$77.22	\$79.70	\$82.25	\$84.88
Senior	\$61.67	\$63.64	\$65.68	\$67.78	\$69.95	\$72.19
Journeyman	\$52.47	\$54.15	\$55.88	\$57.67	\$59.52	\$61.42
Junior	\$38.88	\$40.13	\$41.41	\$42.74	\$44.10	\$45.52
Financial Management Analyst						
Senior	\$70.21	\$72.45	\$74.77	\$77.16	\$79.63	\$82.18
Journeyman	\$52.71	\$54.40	\$56.14	\$57.93	\$59.79	\$61.70
Junior	\$32.90	\$33.95	\$35.04	\$36.16	\$37.32	\$38.51
Help Desk Technician						
Journeyman	\$38.35	\$39.58	\$40.85	\$42.16	\$43.50	\$44.90
Junior	\$33.76	\$34.84	\$35.95	\$37.10	\$38.29	\$39.51
Information Engineer						
Principal	\$107.26	\$110.70	\$114.24	\$117.89	\$121.67	\$125.56
Senior	\$83.00	\$85.66	\$88.40	\$91.23	\$94.15	\$97.16
Journeyman	\$63.61	\$65.65	\$67.75	\$69.92	\$72.15	\$74.46
Junior	\$44.11	\$45.52	\$46.98	\$48.48	\$50.03	\$51.63
Network Administrator						
Senior	\$72.88	\$75.21	\$77.62	\$80.10	\$82.67	\$85.31
Journeyman	\$57.26	\$59.09	\$60.98	\$62.93	\$64.95	\$67.02
Programmer/Analyst						

LABOR CATEGORY	GSA Price effective 1/1/04 – 1/27/04	1/28/04- 1/27/05	1/28/05- 1/27/06	1/28/06- 1/27/07	1/28/07- 1/27/08	1/28/08- 1/27/09
Senior	\$65.35	\$67.44	\$69.60	\$71.82	\$74.12	\$76.49
Journeyman	\$56.57	\$58.38	\$60.25	\$62.18	\$64.17	\$66.22
Junior	\$35.80	\$36.95	\$38.13	\$39.35	\$40.61	\$41.91
System Acquisition Specialist						
Senior	\$74.03	\$76.40	\$78.84	\$81.36	\$83.97	\$86.65
Journeyman	\$54.58	\$56.33	\$58.13	\$59.99	\$61.91	\$63.90
Junior	\$47.41	\$48.93	\$50.50	\$52.11	\$53.78	\$55.50
Systems Engineer/Analyst						
Principal	\$96.26	\$99.34	\$102.52	\$105.80	\$109.19	\$112.68
Senior	\$66.43	\$68.55	\$70.74	\$73.01	\$75.34	\$77.76
Journeyman	\$44.77	\$46.20	\$47.68	\$49.21	\$50.78	\$52.41
Junior	\$30.30	\$31.27	\$32.28	\$33.31	\$34.37	\$35.47
Technical Editor	\$32.02	\$33.05	\$34.10	\$35.19	\$36.32	\$37.48
Administrative Assistant	\$27.52	\$28.40	\$29.31	\$30.25	\$31.22	\$32.22

Title: Program Manager

Minimum /General Experience: 10 years of professional experience in managing and conducting multi-project/multi-task contract assignments including telecommunications and application systems development.

Functional Responsibilities: Ultimately responsible for overall project performance. Leads strategic planning, budgeting, and staffing efforts in response to task requirements. Formulates, communicates, and enforces quality work standards. Monitors progress and resolves any identified issues impacting upon successful product/service delivery. Ensures compliance with all administrative and contractual requirements. Serves as primary point-of-contact with government contract management staff for reporting project status and negotiating change orders.

Minimum Education: Masters degree in Business, Engineering, Information Systems Management, or other related discipline.

Title: Project (Task Order) Manager

Minimum /General Experience: 8 years of professional experience in managing and conducting technical work assignments including telecommunications and application systems development.

Functional Responsibilities: Responsible for handling the day to day management and administration of project tasks. Develops detailed work plans and schedules in response to support service requests. Assigns staff responsibilities and supervises all staff efforts. Utilizes, maintains control over, and redirects available resources as necessary to complete products. Interacts continually with government technical representatives to present interim results, discuss concerns, issues, and ensure total product/service satisfaction.

Minimum Education: Bachelors degree in Business, Engineering, Information Systems Management, or other related discipline.

Title: Principal Application Process Improvement Specialist

Minimum/General Experience: More than 9 years of experience in the use of reengineering tools and methods (e.g., TurboBPR, ABC, IDEF) associated with business modernization and application process improvement projects.

Functional Responsibilities: Provides technical guidance and advisory assistance in facilitating cross functional workgroups to analyze customer requirements, establish a strategic reengineering vision, and integrate enterprise-wide reengineering efforts. Develops activity and data models to define baseline and target processes. Performs benchmarking, simulation modeling, and activity based costing to identify best practices, analyze workflow, and build business cases for implementing functional process improvements. Prepares change management plans to guide office automation and organizational redesign initiatives. Applies performance metrics and measurement techniques to monitor progress and level of success.

Minimum Education: Masters degree in Engineering, Business Administration, Management, Industrial Psychology, or related field.

Title: Senior Application Process Improvement Specialist

Minimum/General Experience: More than 6 years of experience in the use of reengineering tools and methods (e.g., TurboBPR, ABC, IDEF) associated with business modernization and application process improvement projects.

Functional Responsibilities: Leads tasks and supervises staff in facilitating cross functional workgroups to analyze customer requirements, establish a strategic reengineering vision, and integrate enterprise-wide reengineering efforts. Develops activity and data models to define baseline and target processes. Performs benchmarking, simulation modeling, and activity based costing to identify best practices, analyze workflow, and build business cases for implementing functional process improvements. Prepares change management plans to guide office automation and organizational redesign initiatives. Applies performance metrics and measurement techniques to monitor progress and level of success.

Minimum Education: Bachelors degree in Engineering, Business Administration, Management, Industrial Psychology, or related field.

Title: Journeyman Application Process Improvement Specialist

Minimum/General Experience: More than 3 years of experience in the use of reengineering tools and methods (e.g., TurboBPR, ABC, IDEF) associated with business modernization and application process improvement projects.

Functional Responsibilities: Conducts/facilitates cross-functional workgroups to analyze customer requirements, establish a strategic reengineering vision, and integrate enterprise-wide reengineering efforts. Develops activity and data models to define baseline and target processes. Performs benchmarking, simulation modeling, and activity based costing to identify best practices, analyze workflow, and build business cases for implementing functional process improvements. Prepares change management plans to guide office automation and organizational redesign initiatives. Applies performance metrics and measurement techniques to monitor progress and level of success.

Minimum Education: Bachelor degree in Engineering, Business Administration, Management, Industrial Psychology, or related field.

Title: Junior Application Process Improvement Specialist

Minimum/General Experience: Less than 3 years of experience in the use of reengineering tools and methods (e.g., TurboBPR, ABC, IDEF) associated with business modernization and application process improvement projects.

Functional Responsibilities: Participates in/supports the facilitation of cross functional workgroups to analyze customer requirements, establish a strategic reengineering vision, and integrate enterprise-wide reengineering efforts. Develops activity and data models to define baseline and target processes. Performs benchmarking, simulation modeling, and activity based costing to identify best practices, analyze workflow, and build business cases for implementing functional process improvements. Prepares change management plans to guide office automation and organizational redesign initiatives. Applies performance metrics and measurement techniques to monitor progress and level of success.

Minimum Education: Bachelors degree in Engineering, Business Administration, Management, Industrial Psychology, or related field.

Title: Senior Automated Data Processing (ADP) Professional

Minimum/General Experience: More than 6 years of experience in providing information systems management and technology support services.

Functional Responsibilities: Leads tasks and supervises staff in all phases of the systems development life cycle, from planning through operations. Provides advisory and assistance services with respect to state-of-the-art concepts such as World Wide Web technologies, object-oriented and geographic information systems, multi-media applications, and distributed data processing environments. Performs feasibility, computer security, and performance engineering studies on integrated and standalone hardware, software, and LAN/WAN solutions. Supports specialized programming on PC, mainframe, and client-server platforms.

Minimum Education: Bachelors degree in Computer Science, Information Systems Management, or related field.

Title: Journeyman Automated Data Processing (ADP) Professional

Minimum/General Experience: More than 3 years of experience in providing information systems management and technology support services.

Functional Responsibilities: Conducts support activities in all phases of the systems development life cycle, from planning through operations. Provides advisory and assistance services with respect to state-of-the-art concepts such as World Wide Web technologies, object-oriented and geographic information systems, multi-media applications, and distributed data processing environments. Performs feasibility, computer security, and performance engineering studies on integrated and standalone hardware, software, and LAN/WAN solutions. Supports specialized programming on PC, mainframe, and client-server platforms.

Minimum Education: Bachelors degree in Computer Science, Information Systems Management, or related field.

Title: Junior Automated Data Processing (ADP) Professional

Minimum/General Experience: Less than 3 years of experience in providing information systems management and technology support services.

Functional Responsibilities: Participates in/supports all phases of the systems development life cycle, from planning through operations. Provides advisory and assistance services with respect to state-of-the-art concepts such as World Wide Web technologies, object-oriented and geographic information systems, multi-media applications, and distributed data processing environments. Performs feasibility, computer security, and performance engineering studies on integrated and standalone hardware, software, and LAN/WAN solutions. Supports specialized programming on PC, mainframe, and client-server platforms.

Minimum Education: Bachelors degree in Computer Science, Information Systems Management, or related field.

Title: Principal Communication Systems Engineer

Minimum/General Experience: More than 9 years of experience in providing specialized system engineering services in support of operational communication systems and data, voice, and video applications. Working knowledge and/or familiarity with applicable DoD/Federal system acquisition processes and standards.

Functional Responsibilities: Provides technical guidance and advisory assistance in analyzing network characteristics and components, and documents communications system requirements. Installs, tests, and operates communications software and hardware. Conducts performance engineering and predictive modeling in support of system maintenance and prototyping. Inspects communication facilities (inside/outside the cable plant), troubleshoots connectivity and interoperability problems, and designs alternative architectures to alleviate shortcomings. Develops integration and transition plans in support of open system standards and the Defense Information Infrastructure's Common Operating Environment (DII COE). Performs advanced planning and special studies in frequency propagation theory, radio engineering design, system interface requirements and control, process gain enhancements to specific frequencies, survivability and vulnerability requirements, NSA functional security requirement specifications, theory of compliance with TEMPEST and COMSEC engineering, custom integrated circuits and cell logic, nuclear hardness and assurance engineering, and strategic communications interoperability requirements.

Minimum Education: Masters degree in Systems Engineering, Computer Science, Telecommunications, or related field. Certified as Novell, Windows NT, or other network operating Systems Engineer and/or Solutions Developer, Product Specialist, or Trainer.

Title: Senior Communication Systems Engineer

Minimum/General Experience: More than 6 years of experience in providing specialized system engineering services in support of operational communication systems and data, voice, and video applications. Working knowledge and/or familiarity with applicable DoD/Federal system acquisition processes and standards.

Functional Responsibilities: Leads tasks and supervises staff in analyzing network characteristics and components, and documents communications system requirements. Installs, tests, and operates communications software and hardware. Conducts performance engineering and predictive modeling in support of system maintenance and prototyping. Inspects communication facilities (inside/outside the cable plant), troubleshoots connectivity and interoperability problems, and designs alternative architectures to alleviate shortcomings. Develops integration and transition plans in support of open system standards and the Defense Information Infrastructure's Common Operating Environment (DII COE). Performs advanced planning and special studies in analog-to-digital conversion technology, microwave radio engineering and transmission monitoring, frequency propagation theory, signal acquisition and tracking, atmospheric noise, transverse magnetic and electrical polarization, jamming and nuclear perturbations, and digital modulation and spread spectrum techniques.

Minimum Education: Bachelors degree in Systems Engineering, Computer Science, Telecommunications, or related field. Certified as Novell, Windows NT, or other network operating Systems Engineer and/or Solutions Developer, Product Specialist, or Trainer.

Title: Journeyman Communication Systems Engineer

Minimum/General Experience: More than 3 years of experience in providing specialized system engineering services in support of operational communication systems and data, voice, and video applications. Working knowledge and/or familiarity with applicable DoD/Federal system acquisition management process and methodologies.

Functional Responsibilities: Conducts analysis of network characteristics and components, and documents communications system requirements. Installs, tests, and operates communications software and hardware. Conducts performance engineering and predictive modeling in support of system maintenance and prototyping. Inspects communication facilities (inside/outside the cable plant), troubleshoots connectivity and interoperability problems, and designs alternative architectures to alleviate shortcomings. Develops integration and transition plans in support of open system standards and the Defense Information Infrastructure's Common Operating Environment (DII COE). Performs advanced planning and special studies in operational communication systems interface and forecast improvement, frequency threats and threat assessment, propagation theory, stressed environments, signal processing algorithms, message protocols, transmit/receive parameterization, and COMSEC cryptological key management manipulation.

Minimum Education: Bachelors degree in Systems Engineering, Computer Science, Telecommunications, or related field. Certified as Novell, Windows NT, or other network operating Systems Engineer and/or Solutions Developer, Product Specialist, or Trainer.

Title: Junior Communication Systems Engineer

Minimum/General Experience: Less than 3 years of experience in providing specialized system engineering services in support of operational communication systems and data, voice, and video applications. Working knowledge and/or familiarity with applicable DoD/Federal system acquisition management process and methodologies.

Functional Responsibilities: Participates in/supports analysis of network characteristics and components, and documents communications system requirements. Installs, tests, and operates communications software and hardware. Conducts performance engineering and predictive modeling in support of system maintenance and prototyping. Inspects communication facilities (inside/outside the cable plant), troubleshoots connectivity and interoperability problems, and designs alternative architectures to alleviate shortcomings. Develops integration and transition plans in support of open system standards and the Defense Information Infrastructure's Common Operating Environment (DII COE). Performs advanced planning studies in state of the art GOTS and/or COTS communication system technologies.

Minimum Education: Bachelors degree in Systems Engineering, Computer Science, Telecommunications, or related field. Certified as Novell, Windows NT, or other network operating Systems Engineer and/or Solutions Developer, Product Specialist, or Trainer.

Title: Senior Database Specialist

Minimum/General Experience: More than 6 years of experience in the design, development, implementation, and maintenance of data base management systems.

Functional Responsibilities: Leads tasks and supervises staff in identifying, evaluating, and recommending DBMS design concepts and/or available products based on a matching of system capabilities to validated user requirements. Determines file organization standards, table structures, indexing methods, replication schedules, and access controls for specific applications. Develops data queries and report generation formats. Monitors database usage, troubleshoots data compatibility and integrity issues, and makes modifications for enhanced performance. Defines and documents database administration policies and procedures.

Minimum Education: Bachelors degree in Computer Science, Information Systems Management, or related field.

Title: Journeyman Database Specialist

Minimum/General Experience: More than 3 years of experience in the design, development, implementation, and maintenance of data base management systems.

Functional Responsibilities: Conducts studies to identify, evaluate, and recommend DBMS design concepts and/or available products based on a matching of system capabilities to validated user requirements. Determines file organization standards, table structures, indexing methods, replication schedules, and access controls for specific applications. Develops data queries and report generation formats. Monitors database usage, troubleshoots data compatibility and integrity issues, and makes modifications for enhanced performance. Defines and documents database administration policies and procedures.

Minimum Education: Bachelors degree in Computer Science, Information Systems Management, or related field.

Title: Junior Database Specialist

Minimum/General Experience: Less than 3 years of experience in the design, development, implementation, and maintenance of data base management systems.

Functional Responsibilities: Participates in/supports the identification, evaluation, and recommendation of DBMS design concepts and/or available products based on a matching of system capabilities to validated user requirements. Determines file organization standards, table structures, indexing methods, replication schedules, and access controls for specific applications. Develops data queries and report generation formats. Monitors database usage, troubleshoots data compatibility and integrity issues, and makes modifications for enhanced performance. Defines and documents database administration policies and procedures.

Minimum Education: Bachelors degree in Computer Science, Information Systems Management, or related field.

Title: Principal Engineering Technician

Minimum/General Experience: More than 9 years of experience in facilities/communications engineering support.

Functional Responsibilities: Provides hands-on technical guidance and advisory assistance support inside/outside the cable plant to install software and hardware for LAN connections. Organizes and directs site surveys, documents and analyzes current configurations, performs environmental impact assessment, designs optimal topologies, and prepares supporting technical drawings and engineering plans. Ensures compliance with layout specifications and safety codes. Tests and performs onsite/offsite repairs to installed GOTS/COTS equipment at all standard levels (i.e., line, intermediate, or shop; facility or depot). Schedules installations and coordinates all post-installation operations, maintenance, and troubleshooting support. Provides agency engineering staff with all related support necessary to accomplish technical projects.

Minimum Education: Bachelors degree in Engineering, Computer Science, or related technical field.

Title: Senior Engineering Technician

Minimum/General Experience: More than 6 years of experience in facilities/communications engineering support.

Functional Responsibilities: Leads tasks and supervises staff in providing hands-on support inside/outside the cable plant to install software and hardware for LAN connections. Organizes and directs site surveys, documents and analyzes current configurations, performs environmental impact assessment, designs optimal topologies, and prepares supporting technical drawings and engineering plans. Ensures compliance with layout specifications and safety codes. Tests and performs onsite/offsite repairs to installed GOTS/COTS equipment at all standard levels (i.e., line, intermediate, or shop; facility or depot). Schedules installations and coordinates all post-installation operations, maintenance, and troubleshooting support. Provides agency engineering staff with all related support necessary to accomplish technical projects.

Minimum Education: Associates degree in Engineering, Computer Science, or related technical field.

Title: Journeyman Engineering Technician

Minimum/General Experience: More than 3 years of experience in facilities/communications engineering support.

Functional Responsibilities: Provides hands-on support inside/outside the cable plant to install software and hardware for LAN connections. Organizes and directs site surveys, documents and analyzes current configurations, performs environmental impact assessment, designs optimal topologies, and prepares supporting technical drawings and engineering plans. Ensures compliance with layout specifications and safety codes. Tests and performs onsite/offsite repairs to installed GOTS/COTS equipment at all standard levels (i.e., line, intermediate, or shop; facility or depot). Schedules installations and coordinates all post-installation operations, maintenance, and troubleshooting support. Provides agency engineering staff with all related support necessary to accomplish technical projects.

Minimum Education: Associates degree in Engineering, Computer Science, or related technical field.

Title: Junior Engineering Technician

Minimum/General Experience: Less than 3 years of experience in facilities/communications engineering support.

Functional Responsibilities: Participates in/supports the installation of software and hardware for LAN connection inside/outside the cable plant. Organizes and directs site surveys, documents and analyzes current configurations, performs environmental impact assessment, designs optimal topologies, and prepares supporting technical drawings and engineering plans. Ensures compliance with layout specifications and safety codes. Tests and performs onsite/offsite repairs to installed GOTS/COTS equipment at all standard levels (i.e., line, intermediate, or shop; facility or depot). Schedules installations and coordinates all post-installation operations, maintenance, and troubleshooting support. Provides agency engineering staff all related support necessary to accomplish technical projects.

Minimum Education: Associates degree in Engineering, Computer Science, or related technical field.

Title: Senior Financial Management Analyst

Minimum/General Experience: More than 6 years of experience in financial management and/or economic analysis. For DoD assignments, extensive experience in service unique tools, policies, procedures, and documentation (e.g., PPBS, CPR, CSSR, CFSR, C/SCSC, PMD, SAR, DAES, DoDD 5000.1/5000.2, DoDM 5000)

Functional Responsibilities: Lead tasks and supervises staff in providing full financial management and administrative support to include cost estimation and analysis, budget formulation and execution, manpower planning and scheduling, and resource allocation. Uses automated project scheduling and cost tracking software to support critical path and integrated master planning analysis. Performs economic analyses for evaluating the total and marginal costs of alternative ways to accomplish strategic business functions. Assists in performing OMB Circular A-76 comparative cost studies to determine whether specified operations should be privatized/outsourced rather than remain in-house. Formulates life cycle cost-benefit analyses based on financial concepts like net present value, return on investment, discounting, and inflation. Applies economic and risk methodologies, tools, and techniques such as function point analysis, learning curves, parametric pricing, and computerized cost modeling.

Minimum Education: Bachelors degree in Business Management, Finance, Economics, Operations Research, Public Administration, or related field.

Title: Journeyman Financial Management Analyst

Minimum/General Experience: More than 3 years of experience in financial management and/or economic analysis. For DoD assignments, extensive experience in service unique tools, policies, procedures, and documentation (e.g., PPBS, CPR, CSSR, CFSR, C/SCSC, PMD, SAR, DAES, DoDD 5000.1/5000.2, DoDM 5000)

Functional Responsibilities: Conducts financial management and administrative support to include cost estimation and analysis, budget formulation and execution, manpower planning and scheduling, and resource allocation. Uses automated project scheduling and cost tracking software to support critical path and integrated master planning analysis. Performs economic analyses for evaluating the total and marginal costs of alternative ways to accomplish strategic business functions. Assists in performing OMB Circular A-76 comparative cost studies to determine whether specified operations should be privatized/outsourced rather than remain in-house. Formulates life cycle cost-benefit analyses based on financial concepts like net present value, return on investment, discounting, and inflation. Applies economic and risk methodologies, tools, and techniques such as function point analysis, learning curves, parametric pricing, and computerized cost modeling.

Minimum Education: Bachelors degree in Business Management, Finance, Economics, Operations Research, Public Administration, or related field.

Title: Junior Financial Management Analyst

Minimum/General Experience: Less than 3 years of experience in financial management and/or economic analysis. For DoD assignments, extensive experience in service unique tools, policies, procedures, and documentation (e.g., PPBS, CPR, CSSR, CFSR, C/SCSC, PMD, SAR, DAES, DoDD 5000.1/5000.2, DoDM 5000)

Functional Responsibilities: Participates in/supports financial management and administrative support to include cost estimation and analysis, budget formulation and execution, manpower planning and scheduling, and resource allocation. Uses automated project scheduling and cost tracking software to support critical path and integrated master planning analysis. Performs economic analyses for evaluating the total and marginal costs of alternative ways to accomplish strategic business functions. Assists in performing OMB Circular A-76 comparative cost studies to determine whether specified operations should be privatized/outsourced rather than remain in-house. Formulates life cycle cost-benefit analyses based on financial concepts like net present value, return on investment, discounting, and inflation. Applies economic and risk methodologies, tools, and techniques such as function point analysis, learning curves, parametric pricing, and computerized cost modeling.

Minimum Education: Bachelors degree in Business Management, Finance, Economics, Operations Research, Public Administration, or related field.

Title: Journeyman Help Desk Technician

Minimum/General Experience: More than 3 years of experience in manning hotlines or help desks in an automated, multi-user, PC-based office environment.

Functional Responsibilities: Conducts direct telephone and provides in-person support to users in desktop and electronic mail applications. Installs COTS software and peripherals on individual workstations. Assists users in diagnosing and correcting operating system problems and repairing equipment. Produces service request/problem incident reports, initiates follow-up to ensure timely disposition and closet, and tracks all action items and referrals through resolution.

Minimum Education: Associates degree in Engineering, Computer Science, Telecommunications, or related field.

Title: Junior Help Desk Technician

Minimum/General Experience: Less than 3 years of experience in manning hotlines or help desks in an automated, multi-user, PC-based office environment.

Functional Responsibilities: Participates in direct telephone and in-person support to users in desktop and electronic mail applications. Installs COTS software and peripherals on individual workstations. Assists users in diagnosing and correcting operating system problems and repairing equipment. Produces service request/problem incident reports, initiates follow-up to ensure timely disposition and close-out, and tracks all action items and referrals through resolution.

Minimum Education: Associates degree in Engineering, Computer Science, Telecommunications, or related field.

Title: Principal Information Engineer

Minimum/General Experience: More than 9 years of experience the use of information engineering tools and methodologies to support systems analysis, design, and development efforts across large organizational entities.

Functional Responsibilities: Provides technical guidance and advisory assistance in the use of standard IE tools and methodologies for information strategy planning. Facilitates cross-organizational workshops to collect and validate data. Performs business area analysis in support of process and system redesign efforts, alternative assessment, and cost studies. Develops enterprise-wide activity and data models as well as information, technical, and application architectures. Applies reverse engineering and reengineering and concepts to formulate migration strategies and establish tactical plans for the construction of shared databases and integrated information systems.

Minimum Education: Masters degree in Information Systems, Engineering, Computer Sciences, Business Management, or related field.

Title: Senior Information Engineer

Minimum/General Experience: More than 6 years of experience the use of information engineering tools and methodologies to support systems analysis, design, and development efforts across large organizational entities.

Functional Responsibilities: Leads tasks and supervises staff in the use of standard IE tools and methodologies for information strategy planning. Facilitates cross-organizational workshops to collect and validate data. Performs business area analysis in support of process and system redesign efforts, alternative assessment, and cost studies. Develops enterprise-wide activity and data models as well as information, technical, and application architectures. Applies reverse engineering and reengineering and concepts to formulate migration strategies and establish tactical plans for the construction of shared databases and integrated information systems.

Minimum Education: Bachelors degree in Information Systems, Engineering, Computer Sciences, Business Management, or related field.

Title: Journeyman Information Engineer

Minimum/General Experience: More than 3 years of experience the use of information engineering tools and methodologies to support systems analysis, design, and development efforts across large organizational entities.

Functional Responsibilities: Uses standard IE tools and methodologies in the conduct of information strategy planning sessions. Facilitates cross-organizational workshops to collect and validate data. Performs business area analysis in support of process and system redesign efforts, alternative assessment, and cost studies. Develops enterprise-wide activity and data models as well as information, technical, and application architectures. Applies reverse engineering and reengineering and concepts to formulate migration strategies and establish tactical plans for the construction of shared databases and integrated information systems.

Minimum Education: Bachelors degree in Information Systems, Engineering, Computer Sciences, Business Management, or related field.

Title: Junior Information Engineer

Minimum/General Experience: Less than 3 years of experience the use of information engineering tools and methodologies to support systems analysis, design, and development efforts across large organizational entities.

Functional Responsibilities: Participates in/supports the use of standard IE tools and methodologies for information strategy planning. Facilitates cross-organizational workshops to collect and validate data. Performs business area analysis in support of process and system redesign efforts, alternative assessment, and cost studies. Develops enterprise-wide activity and data models as well as information, technical, and application architectures. Applies reverse engineering and reengineering and concepts to formulate migration strategies and establish tactical plans for the construction of shared databases and integrated information systems.

Minimum Education: Bachelors degree in Information Systems, Engineering, Computer Sciences, Business Management, or related field.

Title: Senior Network Administrator

Minimum/General Experience: More than 6 years of experience in providing the full range of network management and administration support in a multi-platform, automated office environment.

Functional Responsibilities: Leads tasks and supervises staff in installing network hardware and software, and maintains day-to-day management and configuration control over LAN/WAN operations. Assigns user IDs and passwords, and presents user training. Performs scheduled system backups, provides troubleshooting and recovery services, and makes necessary adjustments/upgrades to network operating system hardware and software. Conducts capacity analysis and planning studies to monitor, tune, and optimize system performance and space utilization.

Minimum Education: Bachelors degree in Systems Engineering, Computer Science, Telecommunications, or related field. Certified as Novell, Windows NT, or other network operating Systems Engineer and/or Solutions Developer, Product Specialist, or Trainer.

Title: Journeyman Network Administrator

Minimum/General Experience: More than 3 years of experience in providing the full range of network management and administration support in a multi-platform, automated office environment.

Functional Responsibilities: Conducts installation of network hardware and software, and maintains day-to-day management and configuration control over LAN/WAN operations. Assigns user IDs and passwords, and presents user training. Performs scheduled system backups, provides troubleshooting and recovery services, and makes necessary adjustments/upgrades to network operating system hardware and software. Conducts capacity analysis and planning studies to monitor, tune, and optimize system performance and space utilization.

Minimum Education: Bachelors degree in Systems Engineering, Computer Science, Telecommunications, or related field. Certified as Novell, Windows NT, or other network operating Systems Engineer and/or Solutions Developer, Product Specialist, or Trainer.

Title: Senior Programmer/Analyst

Minimum/General Experience: More than 6 years of experience in life cycle systems analysis and applications development.

Functional Responsibilities: Leads tasks and supervises staff in analyzing and defining functional system requirements, including development of decomposition diagrams. Responsible for software design and translating specifications into code through reuse/reengineering, the tailoring of COTS packages, and/or programming in third and fourth generation languages. Applies joint application design (JAD) methodologies, rapid prototyping techniques, and computer-aided software engineering (CASE) tools. Documents, tests, and debugs programs and implements system enhancements. Supports operational system demonstrations and user training sessions.

Minimum Education: Bachelors degree in Computer Science, Information Systems Management, or related field.

Title: Journeyman Programmer/Analyst

Minimum/General Experience: More than 3 years of experience in life cycle systems analysis and applications development.

Functional Responsibilities: Analyzes and defines functional system requirements, including development of decomposition diagrams. Responsible for software design and translating specifications into code through reuse/reengineering, the tailoring of COTS packages, and/or programming in third and fourth generation languages. Applies joint application design (JAD) methodologies, rapid prototyping techniques, and computer-aided software engineering (CASE) tools. Documents, tests, and debugs programs and implements system enhancements. Supports operational system demonstrations and user training sessions.

Minimum Education: Bachelors degree in Computer Science, Information Systems Management, or related field.

Title: Junior Programmer/Analyst

Minimum/General Experience: Less than 3 years of experience in life cycle systems analysis and applications development.

Functional Responsibilities: Participates in/supports the analysis and definition of functional system requirements, including development of decomposition diagrams. Responsible for software design and translating specifications into code through reuse/reengineering, the tailoring of COTS packages, and/or programming in third and fourth generation languages. Applies joint application design (JAD) methodologies, rapid prototyping techniques, and computer-aided software engineering (CASE) tools. Documents, tests, and debugs programs and implements system enhancements. Supports operational system demonstrations and user training sessions.

Minimum Education: Bachelors degree in Computer Science, Information Systems Management, or related field.

Title: Senior Systems Acquisition Specialist

Minimum/General Experience: More than 6 years of experience in the management and acquisition process of information technologies. Knowledgeable of current information technology disciplines and familiarity with the DoD/Federal system acquisition and procurement process.

Functional Responsibilities: Source of domain expertise in relevant functional areas such as telecommunications networking, system engineering, data quality management methodologies and modeling techniques, information architectures, and object oriented technology. Provides technical guidance and advisory assistance in the preparation of supporting IT acquisition documentation including a statement of objectives (SOOs), statement of work (SOW) requirements, information technology technical specifications, and other required information. Provides technical assistance in vendor/acquisition contractor proposal evaluation, COTS/GOTS product analysis, source selection, acceptance testing, and performance monitoring against established benchmarks.

Minimum Education: Bachelors degree in Engineering, Business Management, or related fields.

Title: Journeyman Systems Acquisition Specialist

Minimum/General Experience: More than 3 years of experience in the management and acquisition process of information technologies. Knowledgeable of current information technology disciplines and familiarity with the DoD/Federal system acquisition and procurement process as well as commercial administrative systems.

Functional Responsibilities: Prepares supporting IT acquisition documentation including a statement of objectives (SOOs), statement of work (SOW) requirements, information technology technical specifications, and other required information. Reviews Request for Proposal (RFP) packages for conformance with all aspects of relevant procurement regulations and validates independent government cost estimates (IGCSs). Provides technical assistance in vendor/acquisition contractor proposal evaluation, COTS/GOTS product analysis, source selection, acceptance testing, and performance monitoring against established benchmarks.

Minimum Education: Bachelors degree in Engineering, Business Management, or related fields.

Title: Junior Systems Acquisition Specialist

Minimum/General Experience: Less than 3 years of experience in the management and acquisition process of information technologies. Knowledgeable of current information technology disciplines and familiarity with the DoD/Federal system acquisition and procurement process as well as commercial administrative systems.

Functional Responsibilities: Participates in/supports the preparation of IT acquisition documentation including a statement of objectives (SOOs), statement of work (SOW) requirements, information technology technical specifications, and other required information. Reviews Request for Proposal (RFP) packages for conformance with all aspects of relevant procurement regulations and validates independent government cost estimates (IGCSs). Provides technical assistance in vendor/acquisition contractor proposal evaluation, COTS/GOTS product analysis, source selection, acceptance testing, and performance monitoring against established benchmarks.

Minimum Education: Bachelors degree in Engineering, Business Management, or related fields.

Title: Principal System Engineer/Analyst

Minimum/General Experience: More than 9 years of experience in providing system architecture development and software engineering design support.

Functional Responsibilities: Provides technical guidance and advisory assistance in establishing integrated system level requirements for an overall information, technical, and data architecture in support of multiple software applications. Performs platform capability analyses and COTS/GOTS evaluations, selects components, and develops system and LAN interfaces to ensure compliance with OSI, ISO, IEEE, DII COE, and DoD TAFIM requirements. Constructs models and simulations of computer systems to demonstrate ability to meet user requirements. Executes system stress tests to identify software performance constraints; tunes application and operating system software to enhance performance accordingly. Conducts system-engineering analyses to detect hardware/firmware problems and define spectrum of alternative solutions. Plans and implements Software Quality Assurance (SQA) reviews.

Minimum Education: Masters degree in Engineering, Computer Science, Information Systems, or related field.

Title: Senior System Engineer/Analyst

Minimum/General Experience: More than 6 years of experience in providing system architecture development and software engineering design support.

Functional Responsibilities: Leads tasks and supervises staff in establishing integrated system level requirements for an overall information, technical, and data architecture in support of multiple software applications. Performs platform capability analyses and COTS/GOTS evaluations, selects components, and develops system and LAN interfaces to ensure compliance with OSI, ISO, IEEE, DII COE, and DoD TAFIM requirements. Constructs models and simulations of computer systems to demonstrate ability to meet user requirements. Executes system stress tests to identify software performance constraints; tunes application and operating system software to enhance performance accordingly. Conducts system-engineering analyses to detect hardware/firmware problems and define spectrum of alternative solutions. Manages Software Quality Assurance (SQA) reviews.

Minimum Education: Bachelors degree in Engineering, Computer Science, Information Systems, or related field.

Title: Journeyman System Engineer/Analyst

Minimum/General Experience: More than 3 years of experience in providing system architecture development and software engineering design support.

Functional Responsibilities: Establishes integrated system level requirements for an overall information, technical, and data architecture in support of multiple software applications. Performs platform capability analyses and COTS/GOTS evaluations, selects components, and develops system and LAN interfaces to ensure compliance with OSI, ISO, IEEE, DII COE, and DoD TAFIM requirements. Constructs models and simulations of computer systems to demonstrate ability to meet user requirements. Executes system stress tests to identify software performance constraints; tunes application and operating system software to enhance performance accordingly. Conducts system-engineering analyses to detect hardware/firmware problems and define spectrum of alternative solutions.

Minimum Education: Bachelors degree in Engineering, Computer Science, Information Systems, or related field.

Title: Junior System Engineer/Analyst

Minimum/General Experience: Less than 3 years of experience in providing system architecture development and software engineering design support.

Functional Responsibilities: Participates in/supports the establishment of integrated system level requirements for an overall information, technical, and data architecture in support of multiple software applications. Performs platform capability analyses and COTS/GOTS evaluations, selects components, and develops system and LAN interfaces to ensure compliance with OSI, ISO, IEEE, DII COE, and DoD TAFIM requirements. Constructs models and simulations of computer systems to demonstrate ability to meet user requirements. Executes system stress tests to identify software performance constraints; tunes application and operating system software to enhance performance accordingly. Conducts system-engineering analyses to detect hardware/firmware problems and define spectrum of alternative solutions.

Minimum Education: Bachelors degree in Engineering, Computer Science, Information Systems, or related field.

Title: Technical Editor

Minimum/General Experience: 5 years of professional editing experience in a technical and/or business environment.

Functional Responsibilities: Proof reads and performs editorial reviews on all forms of technical documentation and outreach materials. Edits copy for proper grammar, correct word usage, and format consistency. Assists in finalizing page layouts and maintains version control over documents and supporting graphics.

Minimum Education: Bachelors degree in English, Journalism, Education, Communications, or related field.

Title: Administrative Assistant

Minimum/General Experience: 0-2 years of experience in office administration.

Functional Responsibilities: Assist with the application of automated office software suite (e.g., word processing, spreadsheets, graphics, database, communications). Implements administrative office policies and procedures. Coordinates meeting agendas, schedules conferences, and provides related logistics support. Produces and disseminates briefing materials and reports, maintains project files, and manages document tracking and control system. Monitors fax and e-mail transmissions, and performs Internet searches and downloads as required.

Minimum Education: High school diploma or equivalent.

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

Comnet Sciences provides commercial products and services to the Federal Government. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

COMMITMENT

To actively seek and partner with small businesses.

To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.

To develop and promote Comnet Sciences policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.

To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our Comnet Sciences.

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

To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.

To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in Federal Government contracts. To accelerate potential opportunities please contact John Kong at 201-433-5068.

BPA NUMBER _____

**(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT**

Pursuant to GSA Federal Supply Schedule Contract Number(s) _____, Blanket Purchase Agreements, Comnet Sciences agrees to the following terms of a Blanket Purchase Agreement (BPA) **EXCLUSIVELY WITH (Ordering Agency):**

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

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

(2) Delivery:

DESTINATION	DELIVERY SCHEDULE/DATES
_____	_____
_____	_____

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

(4) This BPA does not obligate any funds.

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

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

OFFICE	POINT OF CONTACT
_____	_____
_____	_____

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

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

(a) Name of Contractor;

(b) Contract Number;

(c) BPA Number;

(d) Model Number or National Stock Number (NSN);

(e) Purchase Order Number;

(f) Date of Purchase;

(g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and

(h) Date of Shipment.

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

(10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and Comnet Science'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 customer agency requirements.

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

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

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

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

Here is a general outline on how it works:

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

Service and Distribution Points

Headquarters

202 W. Shearwater Court, Suite 51
Hudson County
Jersey City, NJ 07305

Satellite Offices

Three Bethesda Metro Center, Suite 700
Bethesda, MD 20814

2701 Liberty Parkway, Suite 302
Midwest City, OK 73110

108 Park Drive
Warner Robins, GA 31088