



**FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY LIST**



**GS35F-4455G
December 29, 2007**

**Prepared by:
Maden Tech Consulting, Inc.
(Maden Technologies)
2110 Washington Boulevard, Suite 200
Arlington, VA 22204**

PRICE LIST
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY PRICE LIST
GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY
EQUIPMENT, SOFTWARE AND SERVICES

General Description of the Commodity Offered

Maden Tech Consulting, Inc. (Maden Technologies) is a high-technology, professional services firm sharply focused on delivering excellence and value. Founded in 1986, Maden Tech has built an enviable record of low-risk, high-quality client service and carefully managed growth. In the process, the Company has earned recognition and an impeccable reputation with clients and peers.

Maden Technologies offers the following Special Item Numbers, FSC/FPDS Class (es) and Category Codes.

Special Item No. 132-51 Information Technology Professional Services

SIN 132-51 - Information Technology Professional Services

FPDS Class D301	Resources and Facilities Management
FPDS Class D302	Database Planning and Design
FPDS Class D306	Systems Analysis and Design
FPDS Class D307	Network Services
FPDS Class D308-1	Programming
FPDS Class D311	Conversion and Implementation Support
FPDS Class D316	Network Services' Project Management
FPDS Class D317-1	Data/Records Management
FPDS Class D317-2	Subscription/Publications includes CD-ROM and Magnetic Media for Technology Assessment and Acquisition Subscription CD-ROM Publications and Other Electronic Media

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

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

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

Name of Contractor: Maden Tech Consulting, Inc.
2110 Washington Boulevard, Suite 200
Arlington, VA 22204
(703) 769 4440
<http://www.madentech.com>

Contract Number: GS-35F-4955G

Contract Periods: Initial Period: 09/30/97 - 09/29/02
First Option: 09/30/02 - 09/29/07
Second Option: 09/30/07 - 09/29/12
Third Option: 09/30/12 - 09/29/17

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

Maden Technologies' ADP Schedule Price List

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Attachment B

Maden Technologies' ADP Schedule Price List, ADP Services Special Item Number 132-51B-1

Information for Ordering Offices

1. Geographic Scope of Contract

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

2. Contractor's Ordering Address and Payment Information

Contractor's Ordering Address:

Maden Tech Consulting, Inc.
21 10 Washington Boulevard, Suite 200
Arlington, VA 22204

ATTN: Barbara Betts

Payment Information:

Maden Tech Consulting, Inc.
2110 Washington Boulevard, Suite 200
Arlington, VA 22204

ATTN: Accounts Receivable

Government Commercial Credit Cards are accepted for payment.

Below are the telephone number(s) that can be used by ordering agencies to obtain technical and/or ordering assistance.

Barbara Betts 703-769-4576 or 703-769-4440

3. Reserved

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

Block 9: G. Order/Modification under Federal Schedule
Block 16: Contractor Establishment Code (DUNS):_161162912
Block 30: Type of Contractor – Depending on the SIC, Maden Tech may be a Small Disadvantaged Business or a Large Business
Block 31: Woman-Owned Small Business - NO
Block 34: RESERVED
Block 36: Contractor's Taxpayer Identification Number (TIN) 54-1323531

4a. CAGE Code: 77930

5. FOB Destination

6. Commercial Delivery Schedule (Multiple Award Schedules)

N/A. Maden Technologies is not proposing SIN(S) requiring a delivery schedule.

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

ITEMS OR GROUPS OF ITEMS (SIN or Nomenclature)	DELIVERY TIME (DAYS ARO)
132-51	30

- (b) **EXPEDITED DELIVERY TIMES.** For those items that can be delivered quicker than the delivery times in paragraph (a), above, the offeror is requested to insert below, a time (hours/days ARO) that delivery can be made when **expedited delivery** is requested.

ITEMS OR GROUPS OF ITEMS (SIN or Nomenclature)	EXPEDITED DELIVERY TIME (HOURS/DAYS ARO)
NOT APPLICABLE	NOT APPLICABLE

- (c) **OVERNIGHT AND 2-DAY DELIVERY TIMES.** Schedule customers may require overnight or 2-day delivery. The offeror is requested to annotate in its price list or by separate attachment the items that can be delivered overnight or within 2 days. Contractors offering such delivery service will be required to state in the FSS price list details concerning this service.
- (d) **URGENT REQUIREMENTS.** When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact the contractor for the purpose of obtaining accelerated delivery. The contractor shall replay to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the contractor in writing.) If the contractor offers an accelerated delivery time acceptable to the ordering 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

- (a) Prompt Payment: 1% 20 days
- (b) Quantity- NONE
- (c) Dollar Volume - NONE
- (d) Government Educational Institutions - NONE
- (e) Discount for use of Government Commercial Credit Card – NONE

8. Production Points and Statement Concerning Foreign Produced Items

N/A.

9. Statement Concerning Availability of Export Packing

N/A.

10. Small Requirements

There is no minimum hour requirement.

11 a. Maximum Order

All dollar amounts are exclusive of any discount for prompt payment.

The maximum dollar value per order will be \$500,000 for all Information Technology Services.

11b. REQUIREMENTS EXCEEDING THE MAXIMUM ORDER (I-FAS-125) (SEP 1999)

- (a) In accordance with FAR 8.404, before placing an order that exceeds the maximum order threshold, ordering offices shall-

(1) Review additional schedule contractors' catalogs/price lists 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 (see FAR 8.404(a)). If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.

- (b) Vendors may:

- (1) offer a new lower price for this requirement (the Price Reduction clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations [SEE C.10].)
 - (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 [SEE C.10]).
- (c) A delivery order that exceeds the maximum order may be placed with the Contractor selected in accordance with FAR 8.404. The order will be placed under the contract.
- (d) Sales for orders that exceed the Maximum Order shall be reported in accordance with GSAR 552.238-74 [SEE C.22]
- (3) Accept a delivery order for quantities that exceed the maximum order in accordance with FAR 8.404. The order will be placed under the current contract.

Sales for orders that exceed the Maximum Order shall be reported in accordance with GSAR 552.238-72.

12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS

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

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

13. Federal Information Technology/Telecommunication Standards

REQUIREMENTS: Federal departments and agencies acquiring products from this Schedule must comply with the provisions of the Federal Standards Program, as appropriate (reference: 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 offices, shall be responded to promptly by the Contractor.

13.1 Federal Information Processing Standards Publications (FIPS PUBS)

Information Technology products under this Schedule that do not conform to Federal Information Processing Standards (FIPS) should not be acquired unless a waiver has been granted in accordance with the applicable "FEPS Publication." Federal Information Processing Standards Publications (FIJPS 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. FEPS 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 8 1 00, 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.

NOTE: Refer to FAR Part 31.205-46 Travel Costs, for allowable costs that pertain to official company business travel in regards to this contract.

- (c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.
- (d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
- (e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.
- (f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.
- (g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.
- (h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.
- (i) Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.
- (j) Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer..

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!**

The GSA Advantage! is an 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. ODCs (Other Direct Costs) are not part of this contract and should be treated as open market purchases. Ordering Activities procuring open market items must follow FAR 8.402(f).

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

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

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:

- (1) Time of delivery/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 price list outside the 48 contiguous states and the District of Columbia, except as indicated below: N/A

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)

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

21. CONTRACTOR TEAM ARRANGEMENTS

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

22. INSTALLATION, DEINSTALLATION, REINSTALLATION

The Davis-Bacon Act (40 U.S.C. 276a-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 received less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act applies.

The 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.

If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following:

www.madentech.com

The EIT standard can be found at: www.Section508.gov/.

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.

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

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

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

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

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

26. SOFTWARE INTEROPERABILITY.

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

27. ADVANCE PAYMENTS

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

Terms and Conditions Applicable to Information Technology Professional Services (Special Item 132-51) and Electronic Commerce Services (Special Item 132-52) for General Purpose Commercial Information Technology Services

1. SCOPE

- a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services and Special Item Number 132-52 Electronic Commerce Services apply exclusively to IT/EC Services within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

2. PERFORMANCE INCENTIVES

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

activity's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

3. ORDER

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

4. PERFORMANCE OF SERVICES

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

5. STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)

- a. The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and

for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-

- (1) Cancel the stop-work order; or
 - (2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.
- b. If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-
- (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
 - (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.
- c. If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.
- d. If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

6. INSPECTION OF SERVICES

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

7. RESPONSIBILITIES OF THE CONTRACTOR

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

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

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

9. INDEPENDENT CONTRACTOR

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

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

“Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

“Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

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

11. INVOICES

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

Invoices shall be submitted monthly for recurring services performed during the preceding month.

12. PAYMENTS

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003)) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition As prescribed in 16.601(e)(3), insert the following provision:

- (a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.
- (b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—
 - (1) The offeror;
 - (2) Subcontractors; and/or
 - (3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

13. RESUMES

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

14. INCIDENTAL SUPPORT COSTS

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

15. APPROVAL OF SUBCONTRACTS

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

16. DESCRIPTION OF IT/EC SERVICES AND PRICING

- a. The Contractor shall provide a description of each type of IT/EC Service offered under Special Item Numbers 132-51 and 132-52. IT/EC. Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.
- b. Pricing for all IT/EC Services shall be in accordance with the Contractor's customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices.

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

EXAMPLE: Commercial Job Title: System Engineer

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

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

Minimum Education: Bachelor's Degree in Computer Science

ATTACHMENT A

LABOR CATEGORY DESCRIPTIONS

Position Name: Administrative Assistant I

Minimum Education Level Required: High school diploma; AA degree preferred.

Minimum Experience Required: This is the entry level in the job family where the employee applies basic fundamentals, concepts, practices, and procedures in an effort to acquire experience to become proficient in the duties of the position.

Functional Responsibility: Performs administrative duties and responsibilities in support of a program, project, department, or facility. May perform word processing and general secretarial functions. Responsible for administration and adherence to standard policies and procedures such as time charging, expense reporting, and business travel. Under general supervision may collect and analyze data for assigned projects.

Position Name: Administrative Assistant II

Minimum Experience Required: Two years' experience in the area of administrative support. A Bachelor's degree in business or a related field may be substituted for two years of experience.

Minimum Education Level Required: High school diploma. Associate's degree preferred.

Functional Responsibility: Performs administrative duties and responsibilities in support of a program, project, department, or facility. May perform word processing and general secretarial functions. Responsible for the administration of and adherence to standard policies and procedures, such as time charging, expense reporting, and business travel. Under general supervision, may collect and analyze data for assigned projects.

Position Name: Administrative Assistant III

Minimum Experience Required: Five years' experience in the area of administrative support. A Bachelor's degree in business or a related field may be substituted for two years of experience.

Minimum Education Level Required: High school diploma. Associate's degree preferred.

Functional Responsibility: Performs administrative duties and responsibilities in support of a program, project, department, or facility. May perform word processing and general secretarial functions. Responsible for the administration of and adherence to standard policies and procedures such as time charging, expense reporting, and business travel. Under limited supervision, may collect and analyze data for assigned projects. May function in a lead role and provide limited guidance and direction to lower level employees in the job family.

Position Name: Executive Assistant

Minimum Education Level Required: Bachelor's degree in business or a related field. Two years of experience may be substituted for one year of education.

Minimum Experience Required: Minimum of four years, at least one of which shall have been in support of a senior manager or executive.

Functional Responsibility: Under limited supervision, performs a broad range of administrative duties in support of an executive officer of the company. Typically acts as the primary liaison with company-level administrative and support functions such as Finance, Contracts, Human Resources, and Business Development. Carries out special projects and complex assignments, exercises frequent independent judgment, makes administrative decisions, and takes action on behalf of the executive as required. On own initiative handles all correspondence not requiring personal attention of the executive.

Position Name: Business Systems Analyst/Programmer I

Minimum Education Level Required: Bachelor's degree in business, computer science, or related field. Two years of experience may be substituted for one year of education.

Minimum Experience Required: This is the entry-level position in the job family where the employee applies basic fundamentals, concepts, practices, and procedures in an effort to acquire experience to become proficient in the duties of the position.

Functional Responsibility: Prepares a wide variety of computer programs, sub-routines, and associated documentation, block diagrams, and flow charts. Conducts analysis of defined system specifications. Converts symbolic statements of work processes to detailed, logical work flow charts, and coding into program language. Designs programs, flowcharts, and diagrams. Verifies accuracy and completeness of programs by preparing sample test data, conducting program tests, analyzing results, and debugging program errors. Designs and applies standard logic for individual application programs and writes programs instructions in a high level programming language.

Position Name: Business Systems Analyst/Programmer II

Minimum Education Level Required: Bachelor's degree in business, computer science, or related field. Two years of experience may be substituted for one year of education.

Minimum Experience Required: Minimum two to four years' business programming/analyst experience.

Functional Responsibility: Prepares a wide variety of computer programs, sub-routines, and associated documentation, block diagrams, and flow charts. Conducts detailed analysis of defined system specifications. Converts symbolic statements of work processes to detailed, logical work flow charts, and coding into program language. Designs detailed programs, flowcharts, and diagrams. Verifies accuracy and completeness of programs by preparing sample test data, conducting program tests, analyzing results, and debugging program errors. Designs and applies standard logic for individual application programs and writes programs instructions in a high level programming language.

Position Name: Business Systems Analyst/Programmer III

Minimum Education Level Required: Bachelor's or advanced degree in business, computer science, or related field. Two years of experience may be substituted for one year of education.

Minimum Experience Required: Five years' business programming/analyst experience.

Functional Responsibility: Develops complex computer programs, sub-routines, and associated documentation, block diagrams, and flow charts. Conducts detailed analysis of defined system specifications. Converts symbolic statements of work processes to detailed, logical work flow charts, and coding into program language. Designs detailed programs, flowcharts, and diagrams. Verifies accuracy and completeness of programs by preparing sample test data, conducting program tests, analyzing results, and debugging program errors. Designs and applies standard logic for individual application programs and writes programs instructions in a high level programming language.

Position Name: Business Systems Analyst/Programmer IV

Minimum Education Level Required: Bachelor's or advanced degree in business, computer science, or related field. Two years of experience may be substituted for one year of education.

Minimum Experience Required: Minimum eight years' business programming/analyst experience.

Functional Responsibility: Develops complex computer programs, sub-routines, and associated documentation, block diagrams, and flow charts. Conducts detailed analysis of defined system specifications. Converts symbolic statements of work processes to detailed, logical work flow charts, and coding into program language. Designs detailed programs, flowcharts, and diagrams. Verifies accuracy and completeness of programs by preparing sample test data, conducting program tests, analyzing results, and debugging program errors. Designs and applies standard logic for individual application programs and writes programs instructions in a high level programming language. May provide guidance to lower level employees within the job family or function in a lead role.

Position Name: CAD Designer I

Minimum Education Level Required: Associate's degree in related field, or equivalent experience.

Minimum Experience Required: Minimum six years' drafting and design experience with one year's experience with CAD systems and equipment. A Bachelor's degree in a related field may be substituted for two years of drafting and design experience.

Functional Responsibility: Under limited supervision, following general instructions and with some discretion performs design preparation, tasks, and projects. Conducts parts searches. Conducts design assignments with CAD systems and equipment.

Position Name: CAD Designer II

Minimum Education Level Required: Associate's degree in related field, or equivalent experience.

Minimum Experience Required: Minimum eight years' drafting and design experience with two years' experience with CAD systems and equipment. A Bachelor's degree in a related field may be substituted for two years of drafting and design experience.

Functional Responsibility: Under general supervision with considerable latitude, performs complex design tasks and projects. May design products from start to finish or enhance and/or improve existing products. Conducts parts searches. Conducts design assignments with CAD systems and equipment.

Position Name: CAD Designer III

Minimum Education Level Required: Associate's degree in related field, or equivalent experience.

Minimum Experience Required: Minimum ten years' drafting and design experience with five years' experience with CAD systems and equipment. A Bachelor's degree in a related field may be substituted for two years of drafting and design experience.

Functional Responsibility: Under limited supervision with considerable latitude, performs complex design tasks and projects. May design products from start to finish or enhance and/or improve existing products. Conducts parts searches. Conducts design assignments with CAD systems and equipment.

Position Name: Chief Scientist

Minimum Education Level Required: Doctorate degree or an equivalent combination of education and experience.

Minimum Experience Required: Minimum ten years' relevant experience in a government contracting environment. Should have a level of technical or scientific knowledge that is so great as to be recognized as an authority in the profession.

Functional Responsibility: Organizes and reviews technical quality of activities in conjunction with members of the technical team and/or business unit. Assists in developing and screening research and development proposals and monitoring their progress. Supports proposal Red Teams. Assists line managers in identifying and evaluating company technical capabilities. Assists managers in identifying and evaluating key technologies and investment strategies directed toward company growth.

Position Name: Computer Operator I

Minimum Experience Required: Two years' technical training and/or experience.

Minimum Education Level Required: High school diploma.

Functional Responsibility: Performs routine operation and maintenance of peripherals, including processors, disk drives, and printers. Performs systems maintenance and backup. Maintains system logs. Communicates with remote terminal users.

Position Name: Computer Operator II

Minimum Experience Required: Two to four years' related experience. A Bachelor's degree in a technical field may be substituted for two years of experience.

Minimum Education Level Required: Associate's degree in a technical field, or equivalent experience.

Functional Responsibility: Performs routine operation and maintenance of peripherals, including processors, disk drives, and printers. Performs systems maintenance, backup, and recovery. Maintains system logs and schedule data. Communicates with remote terminal users and provides assistance to users.

Position Name: Computer Operator III

Minimum Experience Required: Four to six years' related experience. A Bachelor's degree in a technical field may be substituted for two years of experience.

Minimum Education Level Required: Associate's degree in a technical field, or equivalent experience.

Functional Responsibility: Performs routine operation and maintenance of peripherals, including processors, disk drives, and printers. Performs systems maintenance, backup, and recovery. Maintains system logs and schedule data. Communicates with remote terminal users and provides assistance to users.

Position Name: Computer Operator IV

Minimum Experience Required: Six to eight years' related experience. A Bachelor's degree in a technical field may be substituted for two years of experience.

Minimum Education Level Required: Associate's degree in a technical field, or equivalent experience.

Functional Responsibility: Performs routine operation and maintenance of peripherals, including processors, disk drives, and printers. Performs systems maintenance, backup, and recovery. Maintains system logs and schedule data. Communicates with remote terminal users and provides assistance to users.

Position Name: Computer Technician I

Minimum Experience Required: This entry-level position in the job family requires the employee to apply basic fundamentals, concepts, practices, and procedures to acquire experience and become fully proficient in the duties of the position.

Minimum Education Level Required: Associate's degree in electronics or computer technology, or equivalent experience.

Functional Responsibility: Under direct supervision, tests, troubleshoots, installs, calibrates, repairs,

and/or modifies computer equipment and systems. May conduct tests to evaluate performance and reliability. Repairs computer equipment and components.

Position Name: Computer Technician II

Minimum Experience Required: Two to four years' relevant experience. A Bachelor's degree in electronics or computer technology may be substituted for two years of experience.

Minimum Education Level Required: Associate's degree in electronics or computer technology, or equivalent experience.

Functional Responsibility: Under limited supervision, tests, troubleshoots, installs, calibrates, repairs, and/or modifies computer equipment and systems. May conduct tests to evaluate performance and reliability. Repairs computer equipment and components.

Position Name: Computer Technician III

Minimum Experience Required: Five to seven years' relevant experience. A Bachelor's degree in electronics or computer technology may be substituted for two years of experience.

Minimum Education Level Required: Associate's degree in electronics or computer technology, or equivalent experience.

Functional Responsibility: Under limited supervision, tests, troubleshoots, installs, calibrates, repairs, and/or modifies computer equipment and systems. May conduct tests to evaluate performance and reliability. Repairs computer equipment and components.

Position Name: Computer Technician IV

Minimum Experience Required: Eight to ten years' relevant experience. A Bachelor's degree in electronics or computer technology may be substituted for two years of experience.

Minimum Education Level Required: Associate's degree in electronics or computer technology, or equivalent experience.

Functional Responsibility: Under limited supervision, tests, troubleshoots, installs, calibrates, repairs, and/or modifies computer equipment and systems. May conduct tests to evaluate performance and reliability. Repairs computer equipment and components. May provide guidance and direction to lower level employees within the job family.

Position Name: Associate Configuration Analyst

Minimum Experience Required: This entry-level position in the job family requires the employee to apply basic fundamentals, concepts, practices, and procedures to acquire experience and become fully proficient in the duties of the position.

Minimum Education Level Required: Associate's degree in business administration or related field,

or equivalent experience.

Functional Responsibility: Under direct supervision, assists with product design changes to determine the effect on the overall system. Assists with configuration identification by reviewing design for completeness and proper authorization. Assists with audits of technical documentation preparation procedures to verify compliance with job requirements. Follows standard policies and procedures.

Position Name: Configuration Analyst I

Minimum Experience Required: This entry-level professional position in the job family requires the employee to apply basic fundamentals, concepts, practices, and procedures to acquire experience and become fully proficient in the duties of the position.

Minimum Education Level Required: Bachelor's degree in business administration or related field. Two years of experience may be substituted for one year of education.

Functional Responsibility: Analyzes proposed product design changes to determine their effects on the overall system. Ensures configuration identification by reviewing designs for completeness and proper authorization. May audit technical documentation preparation procedures to verify compliance with job requirements.

Position Name: Configuration Analyst II

Minimum Experience Required: Two years' configuration analysis experience.

Minimum Education Level Required: Bachelor's degree in business administration or related field. Two years of experience may be substituted for one year of education.

Functional Responsibility: Responsible for configuration control during product development phases. Ensures configuration identification by reviewing design release documents for completeness, proper authorization, and system updates. Drafts configuration analysis plans to meet requirements. Assists in the development and maintenance of databases.

Position Name: Configuration Analyst III

Minimum Experience Required: Five years' configuration analysis experience.

Minimum Education Level Required: Bachelor's degree in business administration or related field. Two years of experience may be substituted for one year of education.

Functional Responsibility: Designs and establishes configuration management documentation. Authorizes the release of drawings and changes specified by program management or other functional groups. Provides advice and guidance on methods, procedures, and requirements. Participates in special studies or projects as required. May function in a lead role to lower level employees in the same job family.

Position Name: Customer Service/Help Desk Assistant I

Minimum Experience Required: Two years' relevant experience, preferably in a customer service/help desk environment. A Bachelor's degree in computer science may be substituted for two years of experience.

Minimum Education Level Required: Associate's degree in computer science preferred, or equivalent experience.

Functional Responsibility: Under direct supervision, accepts calls to a customer service/help desk and records detailed information about the nature of the call and problems identified. May provide limited assistance after referring to established procedures, guidelines and techniques or refer the call to a more experienced technician.

Position Name: Customer Service/Help Desk Assistant II

Minimum Experience Required: Three to five years' relevant experience, preferably in a customer service/help desk environment. A Bachelor's degree in computer science may be substituted for two years of experience.

Minimum Education Level Required: Associate's degree in computer science preferred, or equivalent experience. Completion of a formal hardware or software support procedures training program preferred.

Functional Responsibility: Under limited supervision, accepts calls to a customer service/help desk and records detailed information about the nature of the call and problems identified. May provide limited assistance after referring to established procedures, guidelines, and techniques or refer the call to a more experienced technician.

Position Name: Customer Service/Help Desk Administrator I

Minimum Experience Required: Two years' relevant experience, preferably in a customer service/help desk environment or as a LAN/WAN administrator.

Minimum Education Level Required: Bachelor's degree in computer science preferred. Two years of experience may be substituted for one year of education. Completion of a formal hardware or software support procedures training program preferred.

Functional Responsibility: Accepts calls to a customer service/help desk and records detailed information as to the nature of the call and problems identified. Provides assistance after referring to established procedures, guidelines, techniques, and standard products and applications available on PCs and file servers. Must be knowledgeable of standard office suites, microcomputer workstations, and configuration and repair of PCs and peripherals.

Position Name: Customer Service/Help Desk Administrator II

Minimum Experience Required: Two to four years' relevant experience, preferably in a customer service/help desk environment or as a LAN/WAN administrator.

Minimum Education Level Required: Bachelor's degree in computer science. Two years of experience may be substituted for one year of education. Completion of a formal hardware or software support procedures training program preferred.

Functional Responsibility: Accepts calls to a customer service/help desk and records detailed information about the nature of the call and problems identified. Provides assistance after referring to established procedures, guidelines, techniques, and standard products and applications available on PCs and file servers. Must be knowledgeable of standard office suites, microcomputer workstations, and configuration and repair of PCs and peripherals.

Position Name: Customer Service/Help Desk Administrator III

Minimum Experience Required: Five to seven years' relevant experience, preferably in a customer service/help desk environment or as a LAN/WAN administrator.

Minimum Education Level Required: Bachelor's degree in computer science preferred. Two years of experience may be substituted for one year of education. Completion of a formal hardware or software support procedure preferred.

Functional Responsibility: Accepts calls to a customer service/help desk and records detailed information about the nature of the call and problems identified. Provides assistance after referring to established procedures, guidelines, techniques, and standard products and applications available on PCs and file servers. Must be knowledgeable of standard office suites, microcomputer workstations, and configuration and repair of PCs and peripherals.

Position Name: Customer Service/Help Desk Supervisor

Minimum Experience Required: Five to seven years' relevant experience, preferably in a customer service/help desk environment or as a LAN/WAN administrator. Minimum one to two years' supervisory experience preferred.

Minimum Education Level Required: Bachelor's degree in computer science preferred. Two years of experience may be substituted for one year of education. Completion of a formal hardware or software support procedure required.

Functional Responsibility: Supervises a staff of Customer Service/Help Desk Assistants and/or junior level Administrators who accept calls to a customer service/help desk and record detailed information about the nature of the call and problems identified. Provides assistance after referring to established procedures, guidelines, techniques, and standard products and applications available on PCs and file servers. As a supervisor, must be knowledgeable of standard office suites, microcomputer workstations, and configuration and repair of PCs and peripherals.

Position Name: Customer Service/Help Desk Manager I

Minimum Experience Required: Six to eight years' relevant experience, preferably in a customer service/help desk environment or as a LAN/WAN administrator. Minimum two years' supervisory experience preferred.

Minimum Education Level Required: Bachelor's degree in computer science. Two years of experience may be substituted for one year of education. Completion of a formal hardware or software support procedures training program required.

Functional Responsibility: Supervises a staff of Customer Service/Help Desk Assistants and/or Administrators who accept calls to a customer service/help desk and record detailed information about the nature of the calls and problems identified. Provides assistance after referring to established procedures, guidelines, techniques, and standard products and applications available on PCs and file servers. As manager, must be knowledgeable of standard office suites, microcomputer workstations, and configuration and repair of PCs and peripherals.

Position Name: Customer Service/Help Desk Manager II

Minimum Experience Required: Eight to ten years' relevant experience preferably in a customer service/help desk environment or as a LAN/WAN administrator. Minimum four years' supervisory experience preferred.

Minimum Education Level Required: Bachelor's degree in computer science preferred. Two years of experience may be substituted for one year of education. Completion of a formal hardware or software support procedures training program required.

Functional Responsibility: Supervises a staff of Customer Service/Help Desk Assistants and/or Administrators who accept calls to a customer service/help desk and record detailed information about the nature of the calls and problems identified. Provides assistance after referring to established procedures, guidelines, techniques, and standard products and applications available on PCs and file servers. As a manager, must be knowledgeable of standard office suites, microcomputer workstations and configuration and repair of PCs and peripherals.

Position Name: Database Administrator I

Minimum Experience Required: This entry-level position in the job family requires the employee to apply basic fundamentals, concepts, practices, and procedures to acquire experience and become fully proficient in the duties of the position.

Minimum Education Level Required: Bachelor's degree in computer science or engineering. Two years of experience may be substituted for one year of education.

Functional Responsibility: Directs and controls activities related to database design, implementation, and maintenance. Maintains database dictionaries and systems integration through database design, projects long-range requirements, and reviews database concepts and functional capabilities.

Position Name: Database Administrator II

Minimum Experience Required: Two to four years' relevant experience.

Minimum Education Level Required: Bachelor's degree in computer science or engineering. Two years of experience may be substituted for one year of education.

Functional Responsibility: Directs and controls activities related to database design, implementation, and maintenance. Maintains database dictionaries and systems integration through database design, projects long-range requirements, and reviews database concepts and functional capabilities. May develop policies and procedures pertaining to database management, security, maintenance, and utilization.

Position Name: Database Administrator III

Minimum Experience Required: Five to seven years' relevant experience.

Minimum Education Level Required: Bachelor's degree in computer science or engineering. Advanced degree preferred.

Functional Responsibility: Directs and controls activities related to database design, implementation, and maintenance. Maintains database dictionaries and systems integration through database design, projects long-range requirements, and reviews database concepts and functional capabilities. Develops policies and procedures pertaining to database management, security, maintenance, and utilization.

Position Name: Database Administrator IV

Minimum Experience Required: Eight to ten years' relevant experience.

Minimum Education Level Required: Bachelor's degree in computer science or engineering. Advanced degree preferred.

Functional Responsibility: Directs and controls activities related to database design, implementation, and maintenance. Maintains database dictionaries and systems integration through database design, projects long-range requirements, and reviews database concepts and functional capabilities. Develops policies and procedures pertaining to database management, security, maintenance, and utilization.

Position Name: Database Manager

Minimum Experience Required: Ten years' relevant experience with a minimum of two years' supervisory experience. Must possess good oral and written communication skills.

Minimum Education Level Required: Bachelor's degree in computer science or engineering. Advanced degree preferred.

Functional Responsibility: Directs and coordinates the work activities of a group of database administrators. Establishes and monitors schedules and ensures adherence to established deadlines. Develops policies and procedures pertaining to database management. Has supervisory responsibility