

AUTHORIZED FEDERAL ACQUISITION SERVICE
INFORMATION TECHNOLOGY SCHEDULE PRICELIST
GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY
EQUIPMENT, SOFTWARE AND SERVICES

Special Item No. 132-51 Information Technology Professional Services

SPECIAL ITEM NO. 132-51 - INFORMATION TECHNOLOGY PROFESSIONAL SERVICES

FPDS Code D301 IT Facility Operation and Maintenance

FPDS Code D302 IT Systems Development Services

FPDS Code D306 IT Systems Analysis Services

FPDS Code D307 Automated Information Systems Design and Integration Services

FPDS Code D308 Programming Services

FPDS Code D308 Millennium Conversion Services (Y2K)

FPDS Code D310 IT Backup and Security Services

FPDS Code D311 IT Data Conversion Services

FPDS Code D313 Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services

FPDS Code D316 IT Network Management Services

FPDS Code D317 Automated News Services, Data Services, or Other Information Services

FPDS Code D399 Other Information Technology Services, Not Elsewhere Classified

Note 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 performance by the publisher or manufacturer or one of their authorized agents.

INDUS Corporation

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Contract Number: GS-35F-4829H

Period Covered by Contract: October 8, 2012 through October 7, 2017

General Services Administration
Federal Acquisition Service

Products and ordering information in this Authorized FSS Information Technology Schedule Pricelist are also available on the GSA Advantage! System. Agencies can browse GSA Advantage! by accessing the Federal Acquisition Service's Home Page via the Internet at <http://www.fss.gsa.gov/>

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SPECIAL NOTICE TO AGENCIES: Small Business Participation

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

For orders exceeding the 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!™ and the Federal Acquisition Service Home Page (www.fss.gsa.gov) contain 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:

Domestic delivery is delivery within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. Territories. Domestic delivery also includes a port or consolidation point, within the aforementioned areas, for orders received from overseas activities.

Overseas delivery is delivery to points outside of the 48 contiguous states, Washington, DC, Alaska, Hawaii, Puerto Rico, and U.S. Territories.

Offerors are requested to check one of the following boxes:

- The Geographic Scope of Contract will be domestic and overseas delivery.
- The Geographic Scope of Contract will be overseas delivery only.
- The Geographic Scope of Contract will be domestic delivery only.

2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:

INDUS CORPORATION
1951 Kidwell Drive, Eighth Floor
Vienna, VA 22182

Contractors are required to accept credit cards for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Credit cards will/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 activities to obtain technical and/or ordering assistance: 703-506-6700

3. LIABILITY FOR INJURY OR DAMAGE

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

4. STATICAL DATA FOR GOVERNMENT ORDERING OFFICE COMPLETION OF STANDARD FORM 279:

Block 9: G. Order/Modification Under Federal Schedule
Block 16: Contractor Establishment Code (DUNS): 80-293-9454
Block 30: Type of Contractor: Other Corporate Entity
Block 31: Woman-Owned Small Business: No
Block 36: Contractor's Taxpayer Identification Number (TIN): 54-1605406

4a. CAGE Code: 06CS6
4b. Contractor has registered with the Central Contractor Registration Database.

5. FOB DESTINATION

6. 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:

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
132-51	As Negotiated

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

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

a. Government Educational Institutions: Government Educational Institutions are offered the same discounts 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: None

10. Small Requirements: The minimum dollar value of orders to be issued is \$100.

11. MAXIMUM ORDER (All dollar amounts are exclusive of any discount for prompt payment.)

a. The Maximum Order value for the following Special Item Numbers (SINs) is \$500,000:
Special Item Number 132-51 - Information Technology (IT) Professional Services

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: 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 Acquisition 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.

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!

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 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)

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 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.

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:

Not Applicable

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 (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. ORDER

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

4. PERFORMANCE OF SERVICES

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

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

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

- (1) Cancel the stop-work order; or
- (2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

(b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-

- (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
- (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

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

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

6. INSPECTION OF SERVICES

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

7. RESPONSIBILITIES OF THE CONTRACTOR

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

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite IT 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 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 SERVICES AND PRICING

INDUS CORPORATION

Substitutions for Education, Certifications and/or Experience

The following two tables indicate the allowable substitutions of education, technical certification and/or experience which may be used to allow a specific individual to meet the job description requirements for experience and education. The use of this table of substitutions permits a determination that the minimum education and experience will be met when the equivalencies in the tables below are considered.

Additional education in excess of requirements can be substituted for experience requirements:

	Actual Education Or Certification Obtained By Employee	Additional Years of Experience Credited The Employee
MA/MS	Ph.D.	4
BA/BS	Ph.D.	6
BA/BS	MA/MS	2
AA/Tech Institute Degree	2 Years College	2
HS/GED	BA/BS	4
CNE, CAN	BS in Computer Science	2
MCSE, MPS, MCD	BS in Computer Science	2
UNIX Certification	BS in Computer Science	2
CNE, CAN	Equivalent Certifications	2
MCSE, MPS, MCD	Equivalent Certifications	2
UNIX Certification	Equivalent Certifications	2

Additional experience in excess of requirements can be substituted for educational requirements

	Required Employee Education Or Certification	Additional Years of Experience For Educational Requirements Equivalency
HS/GED	BA/BS	4
HS/GED	MA/MS	6
HS/GED	Ph.D.	No equivalency
BA/BS	MA/MS	2
BA/BS	Ph.D.	No equivalency
MA/MS	Ph.D.	4
HS/GED	AA/Tech Institute Degree	2
BS in Computer Science	CNE, CNA	1
BS in Computer Science	MCSE, MPS, MCD	1
BS in Computer Science	UNIX Certification	1
CNE, CNA Courses	CNE, CNA	3
MCSE, MPS, MCD Courses	MCSE, MPS, MCD	3
UNIX Courses	UNIX Certification	3

INDUS CORPORATION
IT Services Skill Category Descriptions

LC0001 PROGRAM MANAGER

Experience: Eight or more years of related experience or an equivalent combination of education and training that provides the required skills, knowledge and abilities. At least 5 years must have been in a supervisory capacity.

Functional Responsibility: Responsible, with full authority, for management, performance and completion of projects such as computer applications, systems development, facilities management, network operations, and engineering studies. Establishes and monitors master plans and schedules. Oversees the development of design concepts, test and acceptance criteria, and directs integration and installation activities. Establishes and maintains contact with client, business partners, and project team members to ensure conformance to customer requirements. Provides administrative oversight, handles contractual matters and serves as a liaison between the Contracting Officer's Technical Representative (COTR), the Contracting Officer (CO), and corporate management. Consults with COTR and users to reduce costs and maximize efficiency in achieving the stated requirements. Plans, organizes, and controls the overall activities of the project, i.e., project management, technical work, quality of work, schedule, and costs associated with various task orders issued under the contract. Ensures that all activities conform to the terms and conditions of the contract and task order. Coordinates activities and seeks resolution of contractual and technical problems while working with the CO, the COTR and the Government project manager.

Education: BS in an associated discipline.

LC0002 SENIOR IT ENGINEER

Experience: 6 years directly related experience.

Responsibility: The Senior IT Engineer may provide program leadership and full life cycle support for areas such as system architecture, hardware, software, operating systems, distributed computing, data analysis, facilities planning, resource management, programming, system performance, communications, or networking. Work may include analysis, design, programming, testing, training, and documentation. May provide expertise in disciplines such as information security, IT planning, GIS or computer graphics.

Education: BS/BA in Engineering, Computer Science, or related academic field

LC0003 IT ENGINEER II

Experience: 3 years directly related experience.

Responsibility: The IT Engineer may be a project manager or senior analyst providing project leadership and full life cycles support for areas such as system architecture, hardware, software, operating systems, distributed computing, data analysis, facilities planning, resource management, programming, system performance, communications, or networking. May provide expertise in disciplines such as information security, IT planning, GIS or computer graphics. Can serve as Analyst/Engineer in communications, hardware, software, systems, data analysis, facilities planning, or resource management.

Education: BS/BA in Engineering, Computer Science, or related academic field.

LC0004 ASSOCIATE IT ENGINEER

Experience: 2 years directly related experience.

Responsibility: Analyst/engineer in communications, hardware, software, systems, data analysis, facilities planning, or resource management. Work may include full life cycle support, analysis, design, programming, design, training, and documentation. May provide expertise in disciplines such as information security, IT planning, GIS or computer graphics.

Education: BS/BA in Engineering, Computer Science, or related academic field.

LC0005 SENIOR STAFF MEMBER

Experience: 3 years directly related experience.

Responsibility: Analyst/engineer in communications, hardware, software, systems, data analysis, facilities planning, or resource management. Work may include full life cycle support, analysis, design, programming, testing, training, and documentation. May provide expertise in disciplines such as information security, IT planning, GIS or computer graphics.

Education: BS/BA in Engineering, Computer Science, or related academic field.

LC0006 STAFF MEMBER

Experience: 1-2 years directly related experience.

Responsibility: Junior analyst/engineer in communications, hardware, software, systems, data analysis, facilities planning, or resource management. Work may include full life cycle support, analysis, design, programming, testing, training, and documentation. May provide expertise in disciplines such as information security, IT planning, GIS or computer graphics.

Education: BS/BA in Engineering, Computer Science, or related academic field.

LC0007 ASSOCIATE STAFF MEMBER

Experience: 0-2 years directly related experience.

Responsibility: Technician, technical writing, editing, analytical tools, training, design, testing, implementation, system/LAN administration, resource management, help desk support, spreadsheets, graphics, office automation.

Education: AS/AA in Engineering, Computer Science, or related academic field, or relevant trade school diploma.

LC0008 DATABASE ADMINISTRATOR II

Experience: Three years of general experience in database design, database implementation, and database administration using database management systems (DBMS) in a complex mainframe or network-based environment, similar in size and complexity to the client environment, where skills in problem analysis, testing, and performance tuning were obtained. Of these three years at least one year must include technical expertise in using at least one of the following DBMS products relevant to the specific task: IMS, DB2, ADABAS, ORACLE, SYBASE, SQL Server, INGRES. In addition, work experience must include at least two years of concurrent experience in technical writing in the form of status reports and documentation of problems and problem resolution as well as presenting verbal reports.

Functional Responsibility: Design, develop, implement, and administer databases. Provides technical expertise in the use of DBMS. Evaluates and recommends available DBMS products to support use requirements. Defines database organization and indexing methods for specific user applications. Working closely with security systems specialist, defines security procedures for backup and recovery and to control

user access. Monitors and fine tunes database performance. Establishes standards for data definition and access. Specifies and controls implementation of software enhancements and problem solutions to the operational system. Establishes testing requirements for systems under development.

Education: BS in Computer Science, Information Science, Engineering, or a related field.

LC0009 DATABASE ADMINISTRATOR III

Experience: Four (4) years general experience including two (2) years specialized experience. Requires some supervisory responsibility and management interface. Two of the four years of experience must include providing direction to personnel performing database administration tasks and technical expertise in using at least one of the following DBMS products relevant to the specific task: IMS, DB2, ADABAS, ORACLE, SYBASE, SQL Server, INGRES.

Functional Responsibility: Provides highly technical expertise and guidance in the design, implementation, operation and maintenance of database management systems (DBMS). Evaluates and recommends available DBMS products after matching requirements with system capabilities. Determines file organization, indexing methods, and security procedures for specific applications. Controls the design and use of databases. Controls the global view of databases, controls the access to the databases, assures the safekeeping of the databases (from accidental or intentional damage or loss), and monitors the use of databases. Must be capable of defining all required database administration policies, procedures, standards, and guidelines. Is an authority on the design of databases and the use of database management systems. Evaluates and recommends available DBMS products after matching requirements with system capabilities. Prepares and delivers presentations on DBMS concepts.

Education: BS in Computer Science, or a related field.

LC0010 DATABASE ADMINISTRATOR IV

Experience: Six (6) years of general experience in systems analysis or programming including three (3) years of specialized experience in DBMSs. Two of the six years of experience must include providing direction to personnel performing database administration tasks and technical expertise in using at least one of the following DBMS products relevant to the specific task: IMS, DB2, ADABAS, ORACLE, SYBASE, SQL Server, INGRES.

Functional Responsibility: Provides highly technical expertise and guidance in the design, implementation, operation and maintenance of database management systems (DBMS). Evaluates and recommends available DBMS products after matching requirements with system capabilities. Determines file organization, indexing methods, and security procedures for specific applications. Controls the design and use of databases. Controls the global view of databases, controls the access to the databases, assures the safekeeping of the databases (from accidental or intentional damage or loss), and monitors the use of databases. Must be capable of defining all required database administration policies, procedures, standards, and guidelines. Is an authority on the design of databases and the use of database management systems. Evaluates and recommends available DBMS products after matching requirements with system capabilities. Prepares and delivers presentations on DBMS concepts.

Education: BS in Computer Science or related discipline.

LC0011 DATABASE ADMINISTRATOR V

Experience: Ten years of experience in database design and database administration using database management systems (DBMS) in a complex mainframe or network-based environment, similar in size and complexity to the client's environment, where skills in problem analysis, testing, and performance tuning were obtained. Four of the ten years of experience must include providing direction to personnel performing database administration tasks and technical expertise in using at least one of the following DBMS products relevant to the specific task: IMS, DB2, ADABAS, ORACLE, SYBASE, SQL Server, INGRES. Four of the ten years of experience must be in leading a technical project that includes at least two other technical personnel. This experience must include planning and coordinating the work of others as required for achieving the project goals. The project must have been formally recognized, with periodic status reviews, written or oral, provided to management. In addition, work experience must include at least two years of concurrent experience in technical writing in the form of status reports and documentation of problems and problem resolution as well as presenting verbal reports.

Functional Responsibility: Design, develop, implement, and administer databases. Provides technical expertise in the use of DBMSs. Evaluates and recommends available DBMS products to support user requirements. Defines database organization and indexing methods for specific user applications. Working closely with security systems specialist, defines security procedures for backup and recovery and to control user access. Monitors and fine tunes database performance. Establishes standards for data definition and access. Specifies and controls implementation of software enhancements and problem solutions to the operational system. Establishes testing requirements for systems under development. Provides leadership for staff performing technical support, problem resolution, and installation of hardware and software; including the review of work products for correctness and progress in accordance with schedules. Coordinates with the Program Manager to ensure problem resolution and user satisfaction. Makes recommendations, if needed, for changes in the supported technical architecture. Prepares status reports and formal presentations on the supported technical architecture to colleagues, subordinates, and end user representatives. Serves as senior DBMS Specialist on complex applications projects in the DBMS design, implementation and administration area. May supervise other DBMS specialists on project teams. Serves as consultant and advisor to system designers to develop DBMS options for system implementation proposals. Evaluates database design tradeoffs, impacts, user expectations, performance levels, and space allocation requirements, balancing ease of use with performance. Responsible for the operation and maintenance of the central encyclopedia which will serve as the repository for all systems information entered through the use of CASE tools. Serves as the liaison with the central encyclopedia vendor and as the liaison with the mainframe facility running the encyclopedia. Identifies areas where standards are

appropriate and proposes standards, guidelines, controls and procedures to ensure efficient, disciplined usage of the encyclopedia. Gains and continually develops a thorough understanding of the encyclopedia and its security and management.

Education: BS in Computer Science or a related discipline.

LC0012 GIS SPECIALIST I

Experience: One to two years of GIS experience. Under supervision using AML programming language and writes and generates complex multi-layered maps. Must be knowledgeable in GIS concepts and computer graphics fundamentals, and be familiar with relational data base fundamentals and concepts. Must have experience in the development of GIS applications, preferably in ARC/INFO. A working knowledge of UNIX is essential. Must have ability to effectively communicate technical information to non-technical computer users.

Functional Responsibility: Works closely with GIS user community to determine specific application requirements and specifications. Develops, designs, tests, and implements custom GIS applications using an appropriate combination of programming tools found in the GIS application development suite, and the UNIX programming environment. Develops documentation and user training materials for each application. Conducts user training sessions for applications, and provides user support.

Education: BS in Computer Science with GIS experience, or Geography with minor in Computer Science.

LC0013 GIS SPECIALIST II

Experience: Three years of experience in GIS. Responsible for writing and using AML programming language and generating complex multi-layered maps. Must be knowledgeable in GIS concepts and computer graphics fundamentals, and be familiar with relational data base fundamentals and concepts. Some experience in the development of GIS applications, preferably in ARC/INFO. A working knowledge of UNIX is essential. Must have ability to effectively communicate technical information to non-technical computer users, both orally and in writing.

Functional Responsibility: Works closely with GIS user community to determine specific application requirements and specifications. Develops, designs, tests, and implements custom GIS applications using an appropriate combination of programming tools found in the GIS application development suite, and the UNIX programming environment. Develops documentation and user training materials for each application. Conducts user training sessions for applications, and provides user support.

Education: BS in Computer Science with GIS experience, or BS in Geography with minor concentration in Computer Science and GIS programming experience

LC0014 GIS SPECIALIST III

Experience: Six years of experience in GIS. Responsible for writing and using AML programming language and generating complex multi-layered maps. Must be knowledgeable in GIS concepts and computer graphics fundamentals, and be familiar with relational data base fundamentals and concepts. Must have experience in the development of GIS applications, preferably in ARC/INFO. Significant expertise and working knowledge of UNIX is essential. Must have ability to effectively communicate technical information to non-technical computer users, both orally and in writing.

Functional Responsibility: Works closely with GIS user community to determine specific application requirements and specifications. Develops, designs, tests, and implements custom GIS applications using an appropriate combination of programming tools found in the GIS application development suite, and the UNIX programming environment. Develops documentation and user training materials for each application. Conducts user training sessions for applications, and provides user support.

Education: BS in Computer Science with GIS experience, or BS in Geography with minor concentration in Computer Science and extensive GIS programming experience

LC0015 GIS SPECIALIST IV

Experience: Responsible for high level GIS programming. Must have diverse experience in GIS applications and computer graphics, and be knowledgeable in the application of relational databases to GIS. Must have experience in the development of GIS applications, preferably in ARC/INFO. Must have a working knowledge of UNIX, MS-DOS, and Windows. Must have ability to effectively communicate technical information to non-technical computer users, both orally and in writing.

Responsibility: Works closely with GIS user community to determine specific applications requirements and specifications. Develops, designs, tests, and implements custom GIS applications using an appropriate combination of programming tools found in the GIS application development suite, and the UNIX programming environment. Develops documentation and user training materials for each application. Conducts user training sessions for applications, and provides use support.

Education: MS in Computer Science with GIS experience, or MS in Geography or related discipline, with minor concentration in Computer Science and extensive GIS programming experience.

LC0016 GIS SPECIALIST V

Experience: Responsible for high level GIS programming design, development and supervision of GIS programming staff. Must have diverse experience in GIS applications and computer graphics, and be knowledgeable in the application of relational databases to GIS. Must have experience in the development of GIS applications, preferably in ARC/INFO. Must have a working knowledge of UNIX, MS-DOS, and Windows. Must have ability to effectively communicate technical information to non-technical computer users, both orally and in writing.

Responsibility: Works closely with GIS user community to determine specific applications requirements and specifications. Develops, designs, tests, and implements custom GIS applications using an appropriate combination of programming tools found in the GIS application development suite, and the UNIX programming environment. Develops documentation and user training materials for each application. Conducts user training sessions for applications, and provides use support. Supervises other GIS Specialists.

Education: MS in Computer Science with GIS experience, or MS in Geography or related discipline, with minor concentration in Computer Science and extensive GIS programming experience.

LC0017 IT ENGINEER I

Experience: 2 years experience directly related to responsibilities below.

Responsibility: The Associate IT Engineer may provide support in communications, hardware, software, systems, security, data analysis, facilities planning, or resource management. Work may include full life cycle support, analysis, design, programming, design, training, and documentation. May provide expertise in disciplines such as information security, IT planning, GIS or computer graphics.

Education: BS/BA in Engineering, Computer Science, or related academic field.

LC0018 IT ENGINEER III

Experience: 4 years experience directly related to responsibilities below. Additional education may be substituted for years of experience. Ph.D./Sc.D. = 4 yrs., MA/MS = 3 yrs.

Responsibility: The IT Engineer may provide project leadership and full life cycles support for areas such as system architecture, hardware, software, security, operating systems, distributed computing, data analysis, facilities planning, resource management, programming, system performance, communications, or networking. May provide expertise in disciplines such as information security, IT planning, GIS or computer graphics.

Education: BS/BA in Engineering, Computer Science, or related academic field.

LC0019 IT ENGINEER IV

Experience: 6 years experience directly related to responsibilities below. Additional education may be substituted for years of experience. Ph.D./Sc. = 4 yrs., MA/MS = 3 yrs.

Responsibility: The Senior IT Engineer may provide program leadership and full life cycle support for areas such as system architecture, hardware, software, operating systems, distributed computing, data analysis, facilities planning, resource management, programming, system performance, communications, or networking. Work may include analysis, design, programming, testing, training, and documentation. May provide expertise in disciplines such as information security, IT planning, GIS or computer graphics. May also provide project planning, coordination, scheduling, reporting, and briefings support.

Education: BS/BA in Computer Science, Engineering, or related academic field.

LC0020 IT ENGINEER V

Experience: 10 years experience directly related to responsibilities below. Additional education may be substituted for years of experience. Ph.D./Sc.D. = 4 yrs. or MA/MS = 3 yrs.

Responsibility: The Senior IT Engineer may provide program leadership and full life cycle support for areas such as system architecture, hardware, software, operating systems, distributed computing, data analysis, facilities planning, resource management, programming, system performance, communications, or networking. Work may include analysis, design, programming, testing, training, and documentation. May provide expertise in disciplines such as information security, IT planning, GIS or computer graphics. May also provide project planning, coordination, scheduling, reporting, and briefings support.

Education: BS/BA in Computer Science, Engineering, or related academic field.

LC0021 IT TRAINER II

Experience: Four (4) years general including two (2) years specialized experience as an IT class instructor. Requires a minimum of six years, experience as a computer programmer, systems analyst or systems designer; including a minimum of three years documented experience developing and managing IRM training programs. Work experience must also demonstrate a minimum of two years of supervisory experience.

Functional Responsibility: Develops and conducts courses with prepared or developed instructional materials to educate technical and non-technical personnel. Courses may pertain to any aspect of data processing including modifications to existing systems. Gathers and assimilates information on subject matter, organizes and condenses material, and prepares course outline, handouts, and visual aid materials. Coordinates with subject matter experts to ensure that prepared courses meet stated objectives. May be

required to instruct or to prepare/arrange for the preparation of automated training materials (such as video recorded training sessions, computer-aided tutorials, etc.).

Education: BS in Computer Science

LC0022 IT TRAINER III

Experience: Six (6) years general including three (3) years specialized experience as an IT class instructor. Requires a minimum of four years, two years of which shall have been within the last three years, experience as a computer programmer, systems analyst or systems designer; including a minimum of three years documented experience developing and managing IRM training programs. Work experience must also demonstrate a minimum of two years of supervisory experience.

Functional Responsibility: Develops instructional curriculum and instructional materials to educate technical and non-technical personnel. The curriculum may pertain to any aspect of data processing including modifications to existing systems introduced because of a specific software project. Gathers and assimilates information on subject matter, organizes and condenses material, and prepares course outline, handouts, and visual aid materials. Coordinates with subject matter experts to ensure that prepared courses meet stated objectives. May be required to instruct, train instructors or prepare/arrange for the preparation of automated training materials (such as video recorded training sessions, computer-aided tutorials, etc.).

Education: BS in Computer Science

LC0023 IT TRAINER IV

Experience: Seven (7) years general including three (3) years experience as an IT class instructor. Requires a minimum of seven years, two years of which shall have been within the last three years, experience as a computer programmer, systems analyst or systems designer; including a minimum of three years documented experience developing and managing IRM training programs. Work experience must also demonstrate a minimum of two years of supervisory experience.

Functional Responsibility: Develops instructional curriculum and instructional materials to educate technical and non-technical personnel. The curriculum may pertain to any aspect of data processing including modifications to existing systems introduced because of a specific software project. Gathers and assimilates information on subject matter, organizes and condenses material, and prepares course outline, handouts, and visual aid materials. Coordinates with subject matter experts to ensure that prepared courses meet stated objectives. May be required to instruct, train instructors or prepare/arrange for the preparation of automated training materials (such as video recorded training sessions, computer-aided tutorials, etc.).

Education: BS in Computer Science

LC0024 NETWORK ENGINEER II

Experience: At least two (2) years general experience including in distributed network environment.

Functional Responsibility: Responsible for developing, refining, and troubleshooting a large distributed environment, involving UNIX and MS-DOS platforms. Must be knowledgeable in computer technology, including architecture, operating systems, and hardware components, such as workstations, disks, and graphics input and output devices; must be knowledgeable in distributed computing system concepts, including client/server computing issues, mass storage technology, and computer network technology. Must have experience in configuring UNIX workstations, including SunOS and SPARC products, and associated third party peripherals. Mass storage experience should include optical technology; must thoroughly understand complex network principles related to IEEE802, ISDN, X.25, TI, TCP/IP, and NFS. This should include protocol specifications, performance limitations, network inter-connectivity issues, and network security. Network experience must include configuring one or more networks based on serial communications, MODEMS, Ethernet, TCP/IP, and NFS. It is desirable to have UNIX software

development experience; must have ability to effectively communicate technical information to non-technical personnel, both orally and in writing. Designs, develops, tests and implements new system software modules and enhancements to current systems; designs, develops, tests, and implements diagnostic utilities to analyze and report system status and performance. Monitors and evaluates overall system performance of operating system facilities, software products, computer services, and communications and networking facilities; specifies, installs and tests system components as required to enable system to meet desired performance objectives.

Education: MS in Computer Science, Engineering, or applied scientific discipline with UNIX and TCP/IP experience. Three years of direct experience may be substituted for some post- graduate work.

LC0025 NETWORK ENGINEER III

Experience: Four (4) years general experience including two (2) years specialized experience.

Functional Responsibility: Responsible for developing, refining, and troubleshooting a large distributed environment, involving UNIX and MS-DOS platforms. Must be knowledgeable in computer technology, including architecture, operating systems, and hardware components, such as workstations, disks, and graphics input and output devices; must be knowledgeable in distributed computing system concepts, including client/server computing issues, mass storage technology, and computer network technology. Must have experience in configuring UNIX workstations, including SunOS and SPARC products, and associated third party peripherals. Mass storage experience should include optical technology; must thoroughly understand complex network principles related to IEEE802, ISDN, X.25, TI, TCP/IP, and NFS. This should include protocol specifications, performance limitations, network inter-connectivity issues, and network security. Network experience must include configuring one or more networks based on serial communications, MODEMS, Ethernet, TCP/IP, and NFS. It is desirable to have UNIX software development experience; must have ability to effectively communicate technical information to non-technical personnel, both orally and in writing. Designs, develops, tests and implements new system software modules and enhancements to current systems; designs, develops, tests, and implements diagnostic utilities to analyze and report system status and performance. Monitors and evaluates overall system performance of operating system facilities, software products, computer services, and communications and networking facilities; specifies, installs and tests system components as required to enable system to meet desired performance objectives.

Education: MS in Computer Science, Engineering, or applied scientific discipline with UNIX and TCP/IP experience. Three years of direct experience may be substituted for some post- graduate work.

LC0026 NETWORK ENGINEER IV

Experience: Six (6) years general experience including two (2) years specialized experience.

Functional Responsibility: Responsible for developing, refining, and troubleshooting a large distributed environment, involving UNIX and MS-DOS platforms. Must be knowledgeable in computer technology, including architecture, operating systems, and hardware components, such as workstations, disks, and graphics input and output devices; must be knowledgeable in distributed computing system concepts, including client/server computing issues, mass storage technology, and computer network technology. Must have experience in configuring UNIX workstations, including SunOS and SPARC products, and associated third party peripherals. Must thoroughly understand complex network principles related to IEEE802, ISDN, X.25, TI, TCP/IP, and NFS. This should include protocol specifications, performance limitations, network inter-connectivity issues, and network security. Network experience must include configuring one or more networks based on serial communications, MODEMS, Ethernet, TCP/IP, and NFS. It is desirable to have UNIX software development experience; must have ability to effectively communicate technical information to non-technical personnel, both orally and in writing. Designs, develops, tests and implements new system software modules and enhancements to current systems; designs, develops, tests, and implements diagnostic utilities to analyze and report system status and performance. Evaluates overall system performance of operating system facilities, software products,

computer services, and communications and networking facilities; specifies, system components as required to enable system to meet desired performance objectives.

Education: MS in Computer Science, Engineering, or applied scientific discipline with UNIX and TCP/IP experience. Three years of experience may be substituted for some graduate work.

LC0027 NETWORK ENGINEER V

Experience: Eight (8) years general experience including four (4) years specialized experience.

Functional Responsibility: For developing, refining, and troubleshooting a large distributed environment, involving UNIX and MS-DOS platforms. Must be knowledgeable in computer technology, including architecture, operating systems, and hardware components, such as workstations, disks, and graphics input and output devices; must be knowledgeable in distributed computing system concepts, including client/server computing issues, mass storage technology, and computer network technology. Must have experience in configuring UNIX workstations, including SunOS and SPARC products, and associated third party peripherals. Mass storage experience should include optical technology; must thoroughly understand complex network principles related to IEEE802, ISDN, X.25, TI, TCP/IP, and NFS. This should include protocol specifications, performance limitations, network inter-connectivity issues, and network security. Network experience must include configuring one or more networks based on serial communications, MODEMS, Ethernet, TCP/IP, and NFS. It is desirable to have UNIX software development experience; must have ability to effectively communicate technical information to non-technical personnel, both orally and in writing. Designs, develops, tests and implements new system software modules and enhancements to current systems; designs, develops, tests, and implements diagnostic utilities to analyze and report system status and performance. Monitors and evaluates overall system performance of operating system facilities, software products, computer services, and communications and networking facilities; specifies, installs and tests system components as required to enable system to meet desired performance objectives.

Education: MS in Computer Science, Engineering, or applied scientific discipline with UNIX and TCP/IP Experience. Three years of direct experience may be substituted for some post- graduate work.

LC0028 OPERATIONS RESEARCH SPECIALIST III

Experience: At least five years of years of broad-based operations research experience or five (5) years experience in operations systems analysis, operations planning, and system acquisitions.

Functional Responsibility: Perform product research, design, and development. Provide data research, collection, media/format conversion, and coordination of data flow from acquisition to production such as a CD-ROM, Internet, Intranet, bulletin board system (BBS), fax-on demand, or other data/information transfer media. Investigate data sources (local, state, federal, and international agencies; relevant transportation research institutes; transportation organizations, etc.) that may provide or identify transportation statistics for use in analyzing and establishing policy and/or other client mission-related decision making activities. Acquire statistical information relevant to the client agencies missions. Analyze data for completeness, accuracy, pertinence, and value to client statistics programs.

Education: BS in Operations Research, Engineering, Business Administration, Information Science, or a related field.

LC0029 OPERATIONS RESEARCH SPECIALIST IV

Experience: At least ten years of years of broad-based operations research experience or ten (10) years experience in operations systems analysis, operations planning, and system acquisitions.

Functional Responsibility: Perform product research, design, and development. Provide data research, collection, media/format conversion, and coordination of data flow from acquisition to production such as a CD-ROM, Internet, Intranet, bulletin board system (BBS), fax-on demand, or other data/information

transfer media. Investigate data sources (local, state, federal, and international agencies; relevant transportation research institutes; transportation organizations, etc.) that may provide or identify transportation statistics for use in analyzing and establishing policy and/or other client mission-related decision making activities. Acquire statistical information relevant to the client agencies missions. Analyze data for completeness, accuracy, pertinence, and value to client statistics programs.

Education: MS in Operations Research, Engineering, Business Administration, Information Science, or a related field.

LC0030 OPERATIONS RESEARCH SPECIALIST V

Experience: At least fifteen years of years of broad-based operations research experience or fifteen (15) years experience in operations systems analysis, operations planning, and system acquisitions.

Functional Responsibility: Perform product research, design, and development. Provide data research, collection, media/format conversion, and coordination of data flow from acquisition to production such as a CD-ROM, Internet, Intranet, bulletin board system (BBS), fax-on demand, or other data/information transfer media. Investigate data sources (local, state, federal, and international agencies; relevant transportation research institutes; transportation organizations, etc.) that may provide or identify transportation statistics for use in analyzing and establishing policy and/or other client mission-related decision making activities. Acquire statistical information relevant to the client agencies missions. Analyze data for completeness, accuracy, pertinence, and value to client statistics programs.

Education: MS in Operations Research, Engineering, Business Administration, Information Science, or a related field.

LC0031 PROGRAM TECHNOLOGIST II

Experience: Ten (10) years of broad-based automated data processing and/or management experience.

Functional Responsibility: This individual has broad experience in Program Management and System acquisition of Information and Automated Data Processing (IT) systems. A multi-disciplinary individual with experience in analyzing and conducting Program Management activities and services. The individual must have experience in program/project/engineering planning, acquisition, tracking and management, including the use and analysis of earned value reporting. This position requires specific knowledge to the extent necessary to understand, design, develop, test, select, implement, manage and enhance a total, integrated system. It also requires the knowledge of procedures and activities required to manage such a program.

Education: BS in related field

LC0032 PROGRAM TECHNOLOGIST III

Experience: Ten (10) years of broad-based IT experience or fifteen (15) years experience in systems analysis, planning, and system acquisitions.

Functional Responsibility: This individual has broad experience in Information Resource Management, Communications, and Automated Data Processing (IT). A multi-disciplinary individual with experience in analyzing and managing information technology programs and services. The individual must have experience in information planning and IT acquisitions. This position requires specific knowledge to understand, design, develop, test, select, implement, manage and enhance a total, integrated information processing system.

Education: BS in related field

LC0033 PROGRAM TECHNOLOGIST IV

Experience: Ten (10) years of broad-based IT experience or fifteen (15) years experience in system analysis, planning, and system acquisitions

Functional Responsibility: This individual has broad experience in Information Resource Management, Communications, and Automated Data Processing (IT). A multi-disciplinary individual with experience in analyzing and managing information technology programs and services. The individual must have experience in information planning and IT acquisitions. This position requires specific knowledge to understand, design, develop, test, select, implement, manage and enhance a total, integrated information processing system.

Education: BS in related field

LC0034 PROGRAM TECHNOLOGIST V

Experience: Fifteen (15) years of broad-based management and/or systems engineering.

Functional Responsibility: This individual has broad experience in Program Management and System acquisition of Information and Automated Data Processing (IT) systems. A multi-disciplinary individual with experience in analyzing and conducting Program Management activities and services. The individual must have experience in program/project/engineering planning, acquisition, tracking and management, including the use and analysis of earned value reporting. This position requires specific knowledge to the extent necessary to understand, design, develop, test, select, implement, manage and enhance a total, integrated system. It also requires the knowledge of procedures and activities required to manage such a program.

Education: BS in related field

LC0035 PROGRAMMER/ANALYST I

Experience: Three (3) years of experience in requirements analysis, software development, installation, integration, evaluation, enhancement, maintenance, testing, problem diagnosis/resolution or multi-level security using facilities provided by at least one of the following systems: Desktop operating systems including DOS and WINDOWS, Macintosh Operating Systems, or UNIX or depending upon client agency environments experience in the MVS operating system including JCL, utilities, TSO, and ISPF or the VM and VSE operating system, including C shell, Bourne shell, or Korn shell; X Windows; and utilities. Database Management Systems including IMS, DB2, ORACLE, and SYBASE. In addition, work experience must include one year experience, which may be concurrent, using a programming language (Assembler, COBOL, FORTRAN, PL-1, or C) and at least one year of concurrent experience in technical writing in the form of status reports and documentation of problems and problem resolution, as well as presenting verbal reports.

Functional Responsibility: Analyzes the problem and the information to be processed and develops detailed plans for the development of a new or modified automated system. Designs, develops, and maintains computer software for moderately complex to highly complex computer systems. Duties relate to the large systems, distributed systems, real time systems, or network applications that are currently used or announced for use at client. Translates detailed design into computer software, preparing detailed flow charts, writing program code, and testing and implementing systems. Prepares test data and systems, user and program documentation. Duties may include the creation or modification of administrative, scientific, or systems software, on central and distributed systems; and development, testing, maintenance, and problem resolution for security systems (firewalls, network access control mechanisms, encryption devices, etc.) for host and distributed systems, and security product evaluation.

Education: BS in Computer Science, Information Science, Engineering or a related field.

LC0036 PROGRAMMER/ANALYST II

Experience: Has four (4) years of general systems programmer/analyst experience. Develops program specifications for application software development under general supervision. Defines the logic, performs the coding, tests and debugs the programs. Prepares system and program specifications and documentation that includes designing report formats, record layouts, screen layouts and algorithms. Implements modifications to existing systems. Documents program and system logic. Defines and designs data capture forms, data conversion procedures, data validation/correction steps, and database definition tables.

Functional Responsibility: Develops program specifications for application software development under general supervision. Defines the logic, performs the coding, tests and debugs the programs. Prepares system and program specifications and documentation that includes designing report formats, record layouts, screen layouts and algorithms. Implements modifications to existing systems. Documents program and system logic. Defines and designs data capture forms, data conversion procedures, data validation/correction steps, and database definition tables.

Education: BS in Computer Science, Mathematics, Engineering, or equivalent.

LC0037 PROGRAMMER/ANALYST III

Experience: Has seven (7) years of general systems programmer/analyst experience including two (2) years of specialized experience. Requires extensive experience in C, C++, and Solaris, and relational database programming. Must be familiar with computer graphics fundamentals, and be knowledgeable in relational data base fundamentals and concepts. Should have extensive experience with relational databases including ORACLE, Paradox, and Dbase, and be proficient in programming in C and C++ languages in a UNIX environment and fluent in writing code under various UNIX shells. Must have ability to effectively communicate technical information to non-technical computer users, both orally and in writing.

Functional Responsibility: Develops program specifications for application software development under general supervision. Defines the logic, performs the coding, tests and debugs the programs. Prepares system and program specifications and documentation that includes designing report formats, record layouts, screen layouts and algorithms. Implements modifications to existing systems. Documents program and system logic. Defines and designs data capture forms, data conversion procedures, data validation/correction steps, and database definition tables. Works closely with agency technical user community to determine specific data base properties, requirements and specifications. Develops, designs, tests and implements custom data bases using an appropriate combination of programming tools found in the data base management application development suite, and the UNIX programming environment. Develops documentation and user training materials for each application. Conducts use training sessions for applications; provides use support.

Education: BS in Computer Science, Engineering, or applied scientific discipline with UNIX.

LC0038 PROGRAMMER/ANALYST IV

Experience: The following experience is required, concurrent experience in multiple categories is acceptable. Four years of programming experience using scientific applications packages, including at least one of the following: but not limited to FORTRAN, C, C++, or a combination thereof. Two years programming experience as part of a team of programmers. Demonstrated ability to work with other programmers and computer scientists, including joint projects, sharing of software developed, and providing assistance to scientists who use the software developed by the Programmer/Analyst. Two years of experience in making effective formal and informal presentations as demonstrated by presentation to a scientific or technical audience.

Responsibility: Duties include development of information technology applications and systems software. Computing platforms include the agency scientific computing environment including, but not limited to,

parallel processing systems, supercomputers, real time systems, and scientific workstations. Project areas will include, but are not limited to, modeling, sequence analysis, structural analysis, time series analysis, network, prototyping, simulation, and database interface, and image processing.

Education: MS in Physical Science, Computer Science, Engineering, or related field.

LC0039 PROGRAMMER/ANALYST V

Experience: Seven (7) years of general experience in systems engineering including five (5) years of specialized experience in the area of expertise. As an expert programmer/analyst, consults with clients to learn and define their business requirements or problem areas and use technical expertise to provide solutions to clients' needs. Prepares program specifications, assists with the preparation of user documentation and system implementation. Analyzes, designs, develops, implements and maintains client server applications over distributed networks and related protocols for various systems. Converts and/or ports fully developed code over to other platforms using different processor architectures or operating systems. May guide programmer/analysts at a lower level and other technical personnel on assigned work.

Functional Responsibility: Responsible for systems programming functions dealing with the overall operating system or complex subsystems of the operating system. Develops specifications for extremely complex systems programming activities. Works at the highest technical level on all phases of system programming controlling the operating system with considerable freedom to make decisions on the techniques to be used. Prepares recommendations for system improvement for management and user consideration. Acts as a consultant to the technical staff and user community.

Education: BS in Computer Science, Engineering, Mathematics, or equivalent

LC0040 TECHNICAL WRITER/EDITOR II

Experience: Three years of technical writing experience. One of the three years experience must include working with computers and word processing software and one year, of the three years, of general experience writing and editing publications including layout and design techniques (handbooks, manuals, or articles) for audiences with varied levels of knowledge and interest in the subjects covered.

Functional Responsibility: Writes and edits a variety of technical documents for audiences with varied levels of knowledge and interest in the subjects covered. Duties shall include one or more of the following: Serve as editor of one or more sections of a technical newsletter which has sections devoted to the latest developments in personal computing, mainframe computing, networks, and network services in the client computing environment. Write or edit articles and announcements to make members of the client computing community aware of advances in computing at client, new or enhanced software and hardware, problem resolutions, training opportunities, registration procedures, etc. Products could include posters, flyers, electronic announcements, and brochures as well as text for articles. Write or edit technical documents describing the features, functions, installation, and tips for using applications, software, and hardware supported by client. Products could include class notes, manuals, handbooks, short handouts, user guides, and online help. Work with subject specialists to write and edit evaluation papers, system proposals, internal software and system documentation, user manuals, and training course materials for computer systems developed and/or supported by client. Write or edit a variety of management reports, administrative papers, annual report submissions, etc.

Education: BS/BA including 15 semester hours of course work in English, writing, communications, or related field. Experience cannot be substituted for education requirements.

LC0041 TECHNICAL WRITER/EDITOR III

Experience: Five years of technical writing experience. Two of the five years experience must include working with computers and word processing software and one year, of the five years, of general

experience writing and editing publications including layout and design techniques (handbooks, manuals, or articles) for audiences with varied levels of knowledge and interest in the subjects covered.

Functional Responsibility: Writes and edits a variety of technical documents for audiences with varied levels of knowledge and interest in the subjects covered. Duties shall include one or more of the following: Serve as editor of one or more sections of a technical newsletter which has sections devoted to the latest developments in personal computing, mainframe computing, networks, and network services in the client computing environment. Write or edit articles and announcements to make members of the client computing community aware of advances in computing at client, new or enhanced software and hardware, problem resolutions, training opportunities, registration procedures, etc. Products could include posters, flyers, electronic announcements, and brochures as well as text for articles. Write or edit technical documents describing the features, functions, installation, and tips for using applications, software, and hardware supported by client. Products could include class notes, manuals, handbooks, short handouts, user guides, and online help. Work with subject specialists to write and edit evaluation papers, system proposals, internal software and system documentation, user manuals, and training course materials for computer systems developed and/or supported by client. Write or edit a variety of management reports, administrative papers, annual report submissions, etc.

Education: BS/BA including 15 semester hours of course work in English, writing, communications, or related field. Experience cannot be substituted for education requirements.

LC0042 TECHNICAL WRITER/EDITOR IV

Experience: Five years of technical writing experience. Three of the five years must include at least three years working with computers and word processing software and one year, of the five years, of general experience editing publications including layout and design techniques (handbooks, manuals, or articles) for audiences with varied levels of knowledge and interest in the subjects covered.

Functional Responsibility: Writes and edits a variety of administrative and technical documents for audiences with varied levels of knowledge and interest in the subjects covered. Duties shall include one or more of the following: Serve as editor of a technical newsletter which has sections devoted to the latest developments in personal computing, mainframe computing, networks, and network services in the client computing environment. Write or edit technical documents describing the features, functions, installation, and tips for using applications, software, and hardware supported by client. Products could include class notes, manuals, handbooks, short handouts, user guides, and online help. Write or edit technical documents describing the features, functions, installation, and tips for using applications, software, and hardware supported by client. Products could include class notes, manuals, handbooks, short handouts, user guides, and online help. Work with subject specialists to write and edit evaluation papers, system proposals, internal software and system documentation, user manuals, and training course materials for computer systems developed and/or supported by client. Plan and implement new presentation facilities for information such as redesigning a printed publication for presentation in a graphic medium such as Mosaic and making it available on the Internet. Monitor the currency of information that appears in a variety of publications put out by client and make sure that all locations in print or electronic media are kept current.

Education: BA/BS including 15 semester hours of course work in English, writing, communication, or related field. Experience cannot be substituted for education.

LC0043 WEBMASTER III

Experience: 2 to 3 years system development/ implementation experience or an equivalent combination of education and training that provides the required knowledge, skills, and abilities.

Functional Responsibility: Oversees the development and implementation of enterprise-wide web applications within an organization. Manages technical support for problems related to: the overall site; programming and scripting; uploading to the site; integrating multimedia assets and applications into the site; total quality management, and; development and evaluation of links and usability. Integrates new

technologies into the web environment while maintaining cross-platform/cross-browser compatibility for site accessibility from various environments. Applies Internet, Intranet, and Extranet viewpoints to formulate recommendations from which an organization can best exploit the web technology. Applies relevant knowledge of bandwidth restrictions and considerations, as well as knowledge of graphic design and its effects on the programming realm.

Education: BS in an associated discipline.

LC0044 WEBMASTER IV

Experience: 3 to 5 years system development / implementation experience or an equivalent combination of education and training that provides the required knowledge, skills, and abilities.

Functional Responsibility: Oversees the development and implementation of enterprise-wide web applications within an organization. Manages technical support for problems related to: the overall site; programming and scripting; uploading to the site; integrating multimedia assets and applications into the site; total quality management, and; development and evaluation of links and usability. Integrates new technologies into the web environment while maintaining cross-platform/cross-browser compatibility for site accessibility from a various environments. Applies Internet, Intranet, and Extranet viewpoints to formulate recommendations from which an organization can best exploit the web technology. Applies relevant knowledge of bandwidth restrictions and considerations, as well as knowledge of graphic design and its effects on the programming realm.

Education: BS in an associated discipline.

LC0045 WEBMASTER V

Experience: 4 to 6 years system development/ implementation experience or an equivalent combination of education and training that provides the required knowledge, skills, and abilities.

Functional Responsibility: Oversees the development and implementation of enterprise-wide web applications within an organization. Manages technical support for problems related to: the overall site; programming and scripting; uploading to the site; integrating multimedia assets and applications into the site; total quality management, and; development and evaluation of links and usability. Integrates new technologies into the web environment while maintaining cross-platform/cross-browser compatibility for site accessibility from a various environments. Applies Internet, Intranet, and Extranet viewpoints to formulate recommendations from which an organization can best exploit the web technology. Applies relevant knowledge of bandwidth restrictions and considerations, as well as knowledge of graphic design and its effects on the programming realm.

Education: BS in an associated discipline.

LC0046 SUBJECT MATTER EXPERT – BUSINESS INTELLIGENCE

Experience: 10-15 years of experience in relevant business, scientific, software, or engineering fields that provides the required knowledge, skills and abilities.

Functional Responsibility: Serves as Subject Matter Expert, possessing in-depth knowledge of a particular area, such as business, computer science, engineering, mathematics, or the various sciences. Provides technical knowledge and analysis of highly specialized applications and operational environments, high-level functional systems analysis, design, integration, documentation and implementation advice on exceptionally complex problems that need extensive knowledge of the subject matter for effective implementation. Participates as needed in all phases of software development with emphasis on the planning, analysis, testing, integration, documentation, and presentation phases. Applies principles, methods and knowledge of the functional area of capability to specific task order requirements, advanced

mathematical principles and methods to exceptionally difficult and narrowly defined technical problems in engineering and other scientific applications to arrive at automated solutions.

Education: BS in an associated discipline.

LC0047 SERVICE DESK SPECIALIST III

Experience: 0-2 years experience. Comprehensive knowledge of hardware and/or software products required. Must have strong communication skills and be able to effectively communicate technical issues.

Functional Responsibility: Provides telephone technical support to employees and customers regarding complex technical aspects of assigned products. Answers complex questions about installation, operation, configuration, customization and usage of assigned products. Applies advanced diagnostic techniques to identify problems, investigate causes and recommend solutions to correct common failures. Assists lower level Service Desk Specialists with complex problems. May provide work direction to lower level Service Desk Specialists.

Education: BS Degree

LC 0048 DATA ANALYST I

Experience: 0-3 years experience.

Functional Responsibility: The Data Analyst will review the data submitted by jurisdictions, comparing the information with the master file. The Data Analysts will then perform preliminary processing of the appeals information, using an automated management information system, for subsequent review and final disposition senior appeals officials.

Responsibilities:

- Works in support of address research
- Assists in determining the validity of appeals on a per-address basis
- Exercises application of professional judgment and technology
- Assembles and organizes data and assists in the interpretation of that data

Education: BS Degree

LC 0049 DATA ANALYST II

Experience: 4-6 years experience.

Functional Responsibility: The Data Analyst is responsible for the entry, editing, and validation of reports submitted in hard copy or electronic format.

Responsibilities:

- Enters a large number hard copy documents into a PC-based application
- Performs quality control and batch edit reviews (data analysis)
- Reviews and modifies exception reports generated by applicable data management application
- Strong customer service focus
- Strong attention to detail
- Excellent communication skills, written and verbal, formal and informal
- Experience with Microsoft Office (Word and Excel)
- Interact effectively with all levels of management, customers, peers and staff

Education: BS Degree

LC 0050 DATA ANALYST III

Experience: 7-9 years experience.

Functional Responsibility: Performs complex data analysis in support of ad-hoc and standing management or customer requests.

- Develops programs, methodologies, and files for analyzing and presenting data
 - Uses and supports database applications and analytical tools
 - Evaluates data quality, applications, and functions
 - Produces output and maintains operation
 - Researches new data sources and analytical tools
 - Contributes to new product development and improvement in product delivery and presentation
 - Develops awareness of and familiarity with issues and events affecting organization, department, and/or customer
 - Uses timely and appropriate participation of users/customers in data collection and query systems
- May assist lower level Data Analysts in analysis, production of reports.

Education: BS Degree

LC0051 DATA ANALYST IV

Experience: 10+ years experience.

Functional Responsibility: Performs complex data analysis in support of ad-hoc and standing management or customer requests.

- Develops programs, methodologies, and files for analyzing and presenting data.
 - Uses and supports database applications and analytical tools.
 - Evaluates data quality, applications, and functions.
 - Produces output and maintains operation.
 - Researches new data sources and analytical tools.
 - Contributes to new product development and improvement in product delivery and presentation.
 - Develops awareness of and familiarity with issues and events affecting organization, department, and/or customer.
 - Uses timely and appropriate participation of users/customers in data collection and query systems.
- May direct lower level Data Analysts.

Education: BS Degree

INDUS Pricing for INDUS/Contractor Site

INDUS GSA Category	Year 16 2012-2013	Year 17 2013-2014	Year 18 2014-2015	Year 19 2015-2016	Year 20 2016-2017
Program Manager	\$177.50	\$180.52	\$183.59	\$186.71	\$189.88
Senior IT Engineer	\$149.49	\$152.03	\$154.61	\$157.24	\$159.91
IT Engineer III	\$129.28	\$131.48	\$133.72	\$135.99	\$138.30
Associate IT Engineer	\$121.23	\$123.29	\$125.39	\$127.52	\$129.69
Senior Staff Member	\$92.47	\$94.04	\$95.64	\$97.27	\$98.92
Staff Member	\$70.10	\$71.29	\$72.50	\$73.73	\$74.98
Associate Staff Member	\$63.55	\$64.63	\$65.73	\$66.85	\$67.99
Database Administrator II	\$70.40	\$71.60	\$72.82	\$74.06	\$75.32
Database Administrator III	\$80.62	\$81.99	\$83.38	\$84.80	\$86.24
Database Administrator IV	\$121.75	\$123.82	\$125.92	\$128.06	\$130.24
Database Administrator V	\$145.24	\$147.71	\$150.22	\$152.77	\$155.37
GIS Specialist I	\$73.33	\$74.58	\$75.85	\$77.14	\$78.45
GIS Specialist II	\$95.35	\$96.97	\$98.62	\$100.30	\$102.01
GIS Specialist III	\$123.22	\$125.31	\$127.44	\$129.61	\$131.81
GIS Specialist IV	\$145.24	\$147.71	\$150.22	\$152.77	\$155.37
GIS Specialist V	\$167.22	\$170.06	\$172.95	\$175.89	\$178.88
IT Engineer I	\$108.04	\$109.88	\$111.75	\$113.65	\$115.58
IT Engineer II	\$128.74	\$130.93	\$133.16	\$135.42	\$137.72
IT Engineer IV	\$135.29	\$137.59	\$139.93	\$142.31	\$144.73
IT Engineer V	\$158.00	\$160.69	\$163.42	\$166.20	\$169.03
IT Trainer II	\$69.59	\$70.77	\$71.97	\$73.19	\$74.43
IT Trainer III	\$87.55	\$89.04	\$90.55	\$92.09	\$93.66
IT Trainer IV	\$124.97	\$127.09	\$129.25	\$131.45	\$133.68
Network Engineer II	\$98.27	\$99.94	\$101.64	\$103.37	\$105.13
Network Engineer III	\$124.68	\$126.80	\$128.96	\$131.15	\$133.38
Network Engineer IV	\$139.35	\$141.72	\$144.13	\$146.58	\$149.07
Network Engineer V	\$171.62	\$174.54	\$177.51	\$180.53	\$183.60
Operations Research Specialist III	\$134.32	\$136.60	\$138.92	\$141.28	\$143.68
Operations Research Specialist IV	\$167.01	\$169.85	\$172.74	\$175.68	\$178.67
Operations Research Specialist V	\$199.70	\$203.09	\$206.54	\$210.05	\$213.62
Program Technologist II	\$135.43	\$137.73	\$140.07	\$142.45	\$144.87
Program Technologist III	\$170.14	\$173.03	\$175.97	\$178.96	\$182.00
Program Technologist IV	\$174.55	\$177.52	\$180.54	\$183.61	\$186.73
Program Technologist V	\$208.29	\$211.83	\$215.43	\$219.09	\$222.81
Programmer/Analyst I	\$101.50	\$103.23	\$104.98	\$106.76	\$108.57
Programmer/Analyst II	\$104.18	\$105.95	\$107.75	\$109.58	\$111.44
Programmer/Analyst III	\$119.33	\$121.36	\$123.42	\$125.52	\$127.65
Programmer/Analyst IV	\$128.03	\$130.21	\$132.42	\$134.67	\$136.96

INDUS GSA Category	Year 16 2012-2013	Year 17 2013-2014	Year 18 2014-2015	Year 19 2015-2016	Year 20 2016-2017
Programmer/Analyst V	\$143.85	\$146.30	\$148.79	\$151.32	\$153.89
Technical Writer/Editor II	\$55.38	\$56.32	\$57.28	\$58.25	\$59.24
Technical Writer/Editor III	\$80.68	\$82.05	\$83.44	\$84.86	\$86.30
Technical Writer/Editor IV	\$93.86	\$95.46	\$97.08	\$98.73	\$100.41
Webmaster III	\$83.90	\$85.33	\$86.78	\$88.26	\$89.76
Webmaster IV	\$112.28	\$114.19	\$116.13	\$118.10	\$120.11
Webmaster V	\$129.12	\$131.32	\$133.55	\$135.82	\$138.13
SME Business Intelligence	\$283.29	\$288.11	\$293.01	\$297.99	\$303.06
Service Desk Specialist III	\$53.82	\$54.73	\$55.66	\$56.61	\$57.57
Data Analyst I	\$36.11	\$36.72	\$37.34	\$37.97	\$38.62
Data Analyst II	\$56.42	\$57.38	\$58.36	\$59.35	\$60.36
Data Analyst III	\$76.75	\$78.05	\$79.38	\$80.73	\$82.10
Data Analyst IV	\$98.83	\$100.51	\$102.22	\$103.96	\$105.73



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

PREAMBLE

INDUS Corporation provides commercial products and services to ordering activities. 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 company 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 company.

To ensure 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 ordering activity contracts. To accelerate potential opportunities please contact Leslie Aaron, (703) 852-9483, Laaron@induscorp.com

BPA NUMBER _____

(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT

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

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

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

(2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

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

(4) This BPA does not obligate any funds.

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

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

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

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

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

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;
- (d) Model Number or National Stock Number (NSN);
- (e) Purchase Order Number;
- (f) Date of Purchase;

- (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
 - (h) Date of Shipment.
- (9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.
- (10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

BASIC GUIDELINES FOR USING
“CONTRACTOR TEAM ARRANGEMENTS”

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

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

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

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

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

Here is a general outline on how it works:

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