
**Federal Supply Service
Authorized Federal Supply Schedule Pricelist**

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

**INFORMATION TECHNOLOGY
PROFESSIONAL SERVICES (IT70)**

Special Item No. 132-51
(Prices Shown Herein are Net)



Link Solutions, Inc.

12007 SUNRISE VALLEY DRIVE, SUITE 280

Reston, Virginia 20191

Telephone: (703) 707-6256 • Fax: (703) 707-6432

e-mail: gsa70@linksol-inc.com

Contract Number: GS-35F-0527T

Period Covered by Contract: 07/12/07 to 07/09/17

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at <http://www.fss.gsa.gov>.



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INFORMATION FOR ORDERING OFFICES

Link Solutions, Inc. 12007 Sunrise Valley Drive, Suite 280 Reston, VA 20190	Metropolitan Washington, DC Area: (703) 707-6256	Facsimile: (703) 707-6432
	Internet e-mail Address: contracts@linksol-inc.com	

Special Item Numbers (SINs) Awarded

Special Item Number	Description
132-51	IT Professional Services

1. GEOGRAPHIC SCOPE OF CONTRACT

The geographic scope of this contract is the 48 contiguous states, the District of Columbia, Alaska, Hawaii, the Commonwealth of Puerto Rico, and state and local governments.

2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION

Mail and facsimile orders should be forwarded to the following address and telephone number:

Link Solution, Inc.
12007 Sunrise Valley Drive, Suite 280
Reston, VA 20191
Attn: Bhupesh Wadhawan
Facsimile Number: (703) 707-6432

Contractors are required to accept the Government purchase card for payments equal to or less than the micropurchase threshold for oral or written delivery orders. Government purchase cards will be acceptable for payment above the micropurchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

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

(703) 707-6256

3. LIABILITY FOR INJURY OR DAMAGE

The Contractor shall not be liable for any injury to Government personnel or damage to Government 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. STATISTICAL DATA FOR GOVERNMENT ORDERING OFFICE
COMPLETION OF STANDARD FORM 279**

Block 9: G. Order/Modification Under Federal Schedule
Block 16: Contractor Establishment Code (DUNS): 790551787
Block 30: Type of Contractor: A. Small Business
Block 31: Woman-Owned Small Business - NO
Block 36: Contractor's Taxpayer Identification Number (TIN) – 20-8058083

4a. CAGE CODE: 4MXL8

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 between the government and Link Solutions, Inc.

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

7. DISCOUNTS

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

- a. Prompt Payment: None offered.
- b. Quantity: None offered.
- c. Dollar Volume: None offered.
- d. Government Educational Institutions: None offered.
- e. Other

8. TRADE AGREEMENTS ACT FOR 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:

All packaging meets export packaging requirements.

10. SMALL REQUIREMENTS:

The minimum dollar value of orders to be issued is \$50 for all SINs.

11. MAXIMUM ORDER

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

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

Agencies may use written orders, EDI orders, credit card orders, blanket purchase orders, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Orders shall not extend beyond the end of the contract period.

Orders placed pursuant to a Multiple Award Schedule (MAS), using the procedures in FAR 8.404, are considered to be issued pursuant to full and open competition. Therefore, when placing orders under Federal Supply Schedules, ordering offices need to seek further competition, synopsise the requirement, make a separate determination of fair and reasonable pricing, or consider small business set-asides in accordance with subpart 19.5. GSA has already determined the prices of items under schedule contracts to be fair and reasonable. By placing an order against a schedule using the procedures outlined below, the ordering office has concluded that the order represents the best value and results in the lowest overall cost alternative (considering price, special features, administrative costs, etc.) to meet the Government's needs.

a. Orders placed at or below the micropurchase threshold. Ordering offices can place orders at or below the micropurchase threshold with any Federal Supply Schedule Contractor.

b. Orders exceeding the micropurchase threshold but not exceeding the maximum order threshold. Orders should be placed with the Schedule Contractor that can provide the supply or service that represents the best value. Before placing an order, ordering offices should consider reasonably available information about the supply or service offered under MAS contracts by using the "GSA Advantage!" on-line shopping service, or by reviewing the catalogs/pricelists of at least three (3) Schedule Contractors and selecting the delivery and other options available under the schedule that meets the agency's needs. In selecting the supply or service representing the best value, the ordering office may consider--

- (1) Special features of the supply or service that are required in effective program performance and that are not provided by a comparable supply or services;
- (2) Trade-in considerations;
- (3) Probable life of the item selected as compared with that of a comparable item;
- (4) Warranty considerations;
- (5) Maintenance availability;
- (6) Past performance; and
- (7) Environmental and energy efficiency considerations.

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

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

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

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

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

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

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

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

13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS

Federal departments and agencies acquiring products from this Schedule must comply with the provisions of the Federal Standards Program, as appropriate (reference: NIST Federal Standards Index). Inquiries to determine whether specific products listed herein comply with Federal Information Processing Standards (FIPS) or Federal Telecommunication Standards (FED-STDS), which are cited by ordering offices, shall be responded to promptly by the Contractor.

13.a 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, either at the above address or the following telephone number: (703) 487-4650.

13.b FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS)

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

14. SECURITY REQUIREMENTS

In the event security requirements are necessary, the ordering activities may incorporate, in their delivery orders, a security clause in accordance with current laws, regulations, and individual agency policy; however, the burden of administering the security requirements shall be with the ordering agency. If any costs are incurred as a result of the inclusion of security requirements, such costs will not exceed ten percent (10%) or \$100,000, of the total dollar value of the order, whichever is less.

15. CONTRACT ADMINISTRATION FOR ORDERING OFFICES

Any ordering office, 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 FARs 52.212-4, paragraphs (1) Termination for the Government's convenience, and (m) Termination for Cause (See C.1.).

16. GSA ADVANTAGE!

The GSA Advantage! is an on-line, interactive electronic information and ordering system that provides on-line access to vendors' schedule price lists with ordering information. The 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 (e.g., Netscape). The Internet address is <http://www.fss.gsa.gov>.

17. PURCHASE OF INCIDENTAL, NON-SCHEDULE ITEMS

For administrative convenience, open market (non-contract) items may be added to a Federal Supply Schedule Blanket Purchase Agreement (BPA) or an individual order, provided that the items are clearly labeled as such on the order, all applicable regulations have been followed, and reasonable pricing has been determined by the ordering activity for the open market (non-contract) items.

18. CONTRACTOR COMMITMENTS, WARRANTIES, AND REPRESENTATIONS

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

- (1) Time of delivery/installation quotations for individual orders;
- (2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/service/software package submitted in response to requirements which result in orders under this schedule contract.
- (3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the contractor.

b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.

19. OVERSEAS ACTIVITIES

The terms and conditions of this contract shall apply to all orders for installation, maintenance, and repair of equipment in areas listed in the price list outside the 48 contiguous states and the District of Columbia.

Upon request of the Contractor, the Government may provide the Contractor with logistics support, as available, in accordance with all applicable Government regulations. Such Government 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 AGREEMENT (BPA)

Federal Acquisition Regulation (FAR) 13.201(a) defines Blanket Purchase Agreement (BPA) as "...a simplified method of filling anticipated repetitive needs for supplies or services by establishing 'charge accounts' with qualified sources of supply." The use of Blanket Purchase Agreements under the Federal Supply Schedule Program is authorized in accordance with FAR 13.202(c)(3), which reads, in part, as follows:

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

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

TERMS AND CONDITIONS
APPLICABLE TO INFORMATION TECHNOLOGY PROFESSIONAL SERVICES
FOR GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY SERVICES

1. ORDERING

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

2. ORDERING PROCEDURES

a. Procedures for IT professional services priced on GSA schedule at hourly rates.

(1) FAR 8.402 contemplates that GSA may occasionally find it necessary to establish special ordering procedures for individual Federal Supply Schedules or for some Special Item Numbers (SINs) within a Schedule. GSA has established special ordering procedures for IT professional services (SIN 132-51) that are priced on schedule at hourly rates. These special ordering procedures which are outlined herein take precedence over the procedures in FAR 8.404.

(2) The GSA has determined that the rates for IT professional services contained in this pricelist are fair and reasonable. However, the ordering office using this contract is responsible for considering the level of effort and mix of labor proposed to perform a specific task being ordered and for making a determination that the total firm-fixed price or ceiling price is fair and reasonable.

(3) When ordering IT professional services ordering offices shall—

(i) Prepare a Request for Quotation:

(A) A performance-based statement of work that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria, and any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared.

(B) A request for quotation should be prepared which includes the performance-based statement of work and requests the contractors submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested, unless the ordering office makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and-materials proposal may be requested. The firm-fixed price shall be based on the hourly rates in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm-fixed price of the order should also include any travel costs or other incidental costs related to performance of the services ordered, unless the order provides for reimbursement of

travel costs at the rates provided in the Federal Travel or Joint Travel Regulations. A ceiling price must be established for labor hour and time and material orders.

(C) The request for quotation may request the Contractors, if necessary or appropriate, submit a project plan for performing the task and information on the Contractor's experience and/or past performance performing similar tasks.

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

(ii) Transmit the Request for Quotation to Contractors:

(A) Based upon an initial evaluation of catalogs and pricelists, the ordering office should identify the Contractors that appear to offer the best value (considering the scope of services offered, hourly rates and other factors such as Contractors' locations, as appropriate). When buying IT professional services under SIN 132-51 ONLY, the ordering office, at its discretion, may limit consideration to those schedule Contractors that are small business concerns. This limitation is not applicable when buying supplies and/or services under other SINs as well as SIN 132-51. The limitation may only be used when at least three (3) small businesses that appear to offer services that will meet the agency's needs are available, if the order is estimated to exceed the micropurchase threshold.

(B) The request for quotation should be sent to three (3) Contractors if the proposed order is estimated to exceed the micropurchase threshold, but not to exceed the maximum order threshold. For proposed orders exceeding the maximum order threshold, the request for quotation should be provided to additional Contractors offering services that will meet the agency's needs. Ordering offices should strive to minimize the contractors' costs associated with responding to requests for proposals for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement.

(iii) Evaluate proposals and select the contractor to receive the order:

After responses have been evaluated against the factors identified in the request for quotation, the order should be placed with the schedule Contractor that represents the best value and results in the lowest overall cost alternative (considering price, special qualifications, administrative costs, etc.) to meet the Government's needs.

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

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

(A) Single BPA: Generally, a single BPA should be established when the ordering office can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for service arises. The schedule contractor that represents the best value and results in the lowest overall cost alternative to meet the agency's needs should be awarded the BPA.

(B) Multiple BPA: When the ordering office determines multiple BPAs are needed to meet its requirements, the ordering office should determine which contractors can meet any technical qualifications before establishing the BPAs. When multiple BPAs are established, the authorized users must follow the procedure in (3) (ii) (B) above, and then place the order with the schedule contractor that represents the best value and results in the lowest overall cost alternative to meet the agency's needs.

(ii) Review BPAs periodically. Such reviews shall be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the best value (considering price, special qualifications, etc.) and results in the lowest overall cost alternative to meet the agency's needs.

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

(6) When the ordering office's requirement involves both products as well as IT professional services, the ordering office should total the prices for the products and the firm-fixed price for the services and select the contractor that represents the greatest value in terms of meeting the agency's total needs.

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

a. Ordering procedures for other services available on schedule at fixed prices for specifically defined services or tasks.

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

(9) Orders placed at or below the micro-purchase threshold. Ordering offices can place orders at or below the micro-purchase threshold with any Federal Supply Schedule Contractor.

(10) Orders exceeding the micro-purchase threshold but not exceeding the maximum order threshold. Orders should be placed with the Schedule Contractor that can provide the supply or service that represents the best value. Before placing an order, ordering offices should consider reasonably available information about the service offered under MAS contracts by using the “GSA Advantage!” on-line shopping service, or by reviewing the catalogs/pricelists of at least three Schedule Contractors and selecting the delivery and other options available under the schedule that meets the agency’s needs. In selecting the service representing the best value, the ordering office may consider- (i) special features of the service that are required in effective program performance and that are not provided by a comparable service; and (ii) past performance.

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

(i) Review additional Schedule Contractors’ catalogs/pricelists or use the “GSA Advantage!” on-line shopping service;

(ii) Based upon the initial evaluation, generally seek price reductions from the Schedule Contractor(s) appearing to provide the best value (considering price and other factors); and

(iii) After price reductions have been sought, place the order with the Schedule Contractor that provides the best value and results in the lowest overall cost alternative. If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.

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

- (A) Offer a new lower price for this requirement (the Price Reductions clause is not applicable to orders placed over the maximum order in FAR 52.216.19 Order Limitations);
- (B) Offer the lowest price available under the contract; or
- (C) Decline the order (orders must be returned in accordance with FAR 52.216-19).

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

(13) Price reductions. In addition to the circumstances outlined in paragraph (3), above, there may be instances when ordering offices will find it advantageous to request a price reduction. For example, when the ordering office finds a schedule service elsewhere at a lower price or when a BPA is being established to fill recurring requirements, requesting a price reduction could be advantageous. The potential volume of orders under these agreements, regardless of the size of the individual order, may offer the ordering office the opportunity to secure greater discounts. Schedule Contractors are not required to pass on to all schedule users a price reduction extended only to an individual agency for a specific order.

(14) Small business. For order exceeding the micro-purchase threshold, ordering offices should give preference to the items of small business concerns when two or more items at the same delivered price will satisfy the requirement.

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

3. ORDERS

- a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period of 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 office.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering office.
- c. The Contractor guarantees the satisfactory completion of the IT Services performed under the task order and that all contract personnel utilized in the performance of IT services under the task order shall have the education, experience, and expertise as stated in the task order.
- 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. INSPECTION OF SERVICES

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

6. RESPONSIBILITY OF THE CONTRACTOR

The Contractor shall comply with all laws, ordinance, and regulations (Federal, State, City, or otherwise) covering work of this nature.

7. RESPONSIBILITIES OF THE GOVERNMENT

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

8. 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 Government.

9. 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 Government contract, without some restriction on 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 Government, ordering offices may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contractors. 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.

10. INVOICES

The Contractor, upon completion of the work ordered, shall submit invoices for IT Services. Progress payments may be authorized by the ordering office 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.

11. PAYMENTS

For firm-fixed price orders the Government 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 when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts (Alternate I (Apr 1984)) at FAR 52.232-7 applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts (Feb 1997) (Alternate II (Jan 1986)) at FAR 52.232-7 applies to Labor-Hour orders placed under this contract.

12. RESUMES

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

13. INCIDENTAL SUPPORT COSTS

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

14. APPROVAL OF SUBCONTRACTS

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



PRICE LIST

The price list effective July 12, 2007 is presented on the following pages and includes .75% IFF. Following the price list, there are detailed descriptions of the services offered. The minimum experience, education, and functional responsibility for each service CLIN is provided to ensure that the LSi employee's skills match the requirements of the delivery order.

P/N	Labor Category Description	Government List Price
PGM01	Program Manager	\$ 136.91
PJD01	Project Director	\$ 98.15
PAN01	Project Analyst	\$ 60.70
TST03	Technical Staff III	\$ 106.67
TST02	Technical Staff II	\$ 93.59
TST01	Technical Staff I	\$ 79.44
SAD03	Systems Administrator III	\$ 74.81
SWE02	Software Engineer II	\$ 119.41
CSA03	Computer Systems Analyst III	\$ 91.81
SAL01	Systems Analyst	\$ 87.14
PRM03	Computer Programmer III	\$ 95.07
DBA03	Database Administrator III	\$ 99.46
SEC03	Computer Security Analyst III	\$ 110.68
CST01	Consultant	\$ 129.50
CST04	Principle Consultant	\$ 181.13
CST03	Senior Consultant	\$ 157.51
NEN03	Network Engineer III	\$ 103.93
NEN01	Network Engineer I	\$ 82.17
NAD02	Network Administrator II	\$ 84.99
NAD01	Network Administrator I	\$ 71.55
COT03	Computer Technician III	\$ 65.85
SME03	Subject Matter Expert III	\$ 242.18
SME02	Subject Matter Expert II	\$ 201.64
SME01	Subject Matter Expert I	\$ 166.30
TRS03	Training Specialist III	\$ 77.53
TWR01	Technical Writer I	\$ 58.80
DOA02	Document Analyst II	\$ 49.75
DOA01	Document Analyst I	\$ 40.68
DCL03	Sr. Data Entry Clerk	\$ 56.35
ADS02	Administrative Support II	\$ 37.50
ADS01	Administrative Support I	\$ 32.46
CFM01	Configuration Manager I	\$ 89.25
CFM03	Configuration Manager III	\$ 114.21

P/N Professional Labor Category Descriptions and Education/Experience Levels

PGM01	<p>Labor Category Title: Program Manager</p> <p>Minimum/General Experience: A minimum of 10 years of information technology experience. Experience includes increasing responsibilities in program management of information systems and related services.</p> <p>Functional Responsibility: Manages substantial contract support operations involving multiple projects. Organizes, directs, and coordinates planning and production of all contract support activities. Must have demonstrated communications skills at all levels of management. Serves as the contractor authorized to interface with the Contracting Officers Technical Representative (COTR), government management personnel, and client agency representatives. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervision contractor personnel, and communication policies, purposes, and goal of the organization to subordinate personnel. Responsible for overall contract performance. Assembles and recruits professionals as necessary to perform assigned tasks. Demonstrated capability in the overall management of multi-task contract of the size, type, and complexity described in the Task Order(s).</p> <p>Education: Bachelor's degree in Computer Science, Engineering, Mathematics, Business, Management, or equivalent is preferred.</p>
PJD01	<p>Labor Category Title: Project Director</p> <p>Minimum/General Experience: 8 to 10 years of general experience and specialized experience in supervision of task order contracts and ADP-type projects.</p> <p>Functional Responsibility: Provides administrative oversight, handles contractual matters and serves as a liaison between the Customer Representative and corporate management. Consults with 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-ordering procedures. Coordinates activities and seeks resolution of contractual and technical problems while working with the Customers Program Manager.</p> <p>Education: Bachelor's degree in Computer Science, Engineering, Mathematics, Business, Management, or equivalent is preferred.</p>
PAN01	<p>Labor Category Title: Project Analyst</p> <p>Minimum/General Experience: 4 to 6 years of general experience and specialized experience in supervision of task order contracts and ADP-type projects.</p> <p>Functional Responsibility: Provides administrative oversight, handles contractual matters and serves as a liaison between the Customer Representative and corporate management as needed. Consults with 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-ordering procedures. Coordinates activities and seeks resolution of contractual and technical problems while working with the Program Manager and Project Director.</p> <p>Education: Bachelor's degree in Computer Science, Engineering, Mathematics, Business, Management, or equivalent is preferred.</p>

<p>TST03</p>	<p>Labor Category Title: Technical Staff III</p> <p>Minimum/General Experience: Five years of experience in Software development; system design and integration; imaging system development and database design/development in support of document management. Must be able to pass a U.S. Government Security Background Investigation.</p> <p>Functional Responsibility: Responsible for software design and development; systems design, integration, installation and administration to support microform of digital-based document management systems. Ensures that all software programs and systems developed in support document management system conform and meet functional/operational specifications. Provides functional direction and oversight to lower level personnel who are assigned to the task order; quality assurance; technical correctness, timeliness, and quality of deliverables; and prepares progress reports.</p> <p>Education: Bachelor's degree or significant experience may be substituted for degree requirements preferred.</p>
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<p>TST02</p>	<p>Labor Category Title: Technical Staff II</p> <p>Minimum/General Experience: 2 to 4 years of experience in Software development; system design and integration; imaging system development and database design/development in support of document management. Must be able to pass a U.S. Government Security Background Investigation.</p> <p>Functional Responsibility: Responsible for software design and development; systems design, integration, installation and administration to support microform of digital-based document management systems. Ensures that all software programs and systems developed in support document management system conform and meet functional/operational specifications. Provides functional direction and oversight to lower level personnel who are assigned to the task order; quality assurance; technical correctness, timeliness, and quality of deliverables; and prepares progress reports.</p> <p>Education: Bachelor's degree or significant experience may be substituted for degree requirements preferred.</p>
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<p>TST01</p>	<p>Labor Category Title: Technical Staff I</p> <p>Minimum/General Experience: 0 to 2 years of experience in Software development; system design and integration; imaging system development and database design/development in support of document management. Must be able to pass a U.S. Government Security Background Investigation.</p> <p>Functional Responsibility: Responsible for software design and development; systems design, integration, installation and administration to support microform of digital-based document management systems. Ensures that all software programs and systems developed in support document management system conform and meet functional/operational specifications. Provides functional direction and oversight to lower level personnel who are assigned to the task order; quality assurance; technical correctness, timeliness, and quality of deliverables; and prepares progress reports.</p> <p>Education: Bachelor's degree or significant experience may be substituted for degree requirements preferred.</p>
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<p>SAD03</p>	<p>Labor Category Title: Systems Administrator III</p> <p>Minimum/General Experience: Five years hands-on technical experience with computer systems and data communications.</p> <p>Functional Responsibility: Provide work direction to lower-level staff. Should have a thorough understanding of capabilities of the client's applicable hardware/software configurations. This includes system backup/recovery, basic software management, security management, and library management, operating computer systems in different operating environments, sizing, performance, tuning, hardware/software trouble shooting and resource allocation.</p> <p>Education: BA or BS in Computer Science, Engineering or other business related is preferred.</p>
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SWE02	<p>Labor Category Title: Software Engineer II</p> <p>Minimum/General Experience: Eight to fifteen years of related experience or equivalent combination of experience and training in highly complex software engineering.</p> <p>Functional Responsibility: Investigates, interprets, and evaluates highly complex system software requirements. Analyzes and compares existing software systems and subsystems, and makes recommendations to increase their scope and performance to meet specific client requirements. Formulates and develops software systems or subsystems architecture, requirements and design documents. Develops software algorithms and designs, codes, and documents systems to ensure compliance with software engineering standards. May provide technical direction and guidance for software developers and engineers involved in difficult and highly complex modifications or development of software systems.</p> <p>Education: Bachelor's degree in Computer Science or related discipline is preferred</p>
CSA03	<p>Labor Category Title: Systems/Software Analyst III</p> <p>Minimum/General Experience: 5-8 years of general experience in systems analysis or programming is preferred.</p> <p>Functional Responsibility: Provides highly technical expertise in database design, development and support. Expertise encompasses all facets of logical database design, including creation and support of the development environment, evaluation and performance tuning, use of normalization techniques for verification, physical design implementation, and transitioning to the production environment. Must have knowledge of DBMS products such as DB2, Oracle, Informix, Access, etc</p> <p>Education: Bachelor's degree in Engineering or MIS is preferred.</p>
SAL01	<p>Labor Category Title: Systems/Software Analyst I</p> <p>Minimum/General Experience: 3-5 years of general experience in systems analysis or programming is preferred.</p> <p>Functional Responsibility: Provides highly technical expertise in database design, development and support. Expertise encompasses all facets of logical database design, including creation and support of the development environment, evaluation and performance tuning, use of normalization techniques for verification, physical design implementation, and transitioning to the production environment. Must have knowledge of DBMS products such as DB2, Oracle, Informix, Access, etc.</p> <p>Education: Bachelor's degree in Engineering or MIS is preferred.</p>
PRM03	<p>Labor Category Title: Programmer III</p> <p>Minimum/General Experience: 3-5 years of general experience in information technology or programming is preferred.</p> <p>Functional Responsibility: Analyzes systems specifications and designs, develops, modifies, and installs complex and customized software. Conducts detailed analyses of defined system specifications, and prepares associated documentation, block diagrams, and logic flow charts. Takes system design specifications and customizes software to meet applications requirements. Enhances software to reduce operating time or improve efficiency. May include programming experience with database systems such as Sybase, Oracle, and Informix.</p> <p>Education: Bachelor's degree in Engineering or MIS is preferred.</p>
DBA03	<p>Labor Category Title: Database Analyst/Programmer III</p> <p>Minimum/General Experience: progressive related experience. Three years experience in database administration preferred.</p>

	<p>Functional Responsibility: Able to install, maintain, upgrade and administrate full-featured database management systems and related tools. Able to address system administration issues related operating systems (UNIX, DOS, Windows NT, etc.). Able to plan, design, develop, and modify databases structures, and database administration tools using products and programming languages such as PL/SQL, Visual Basic, or ORACLE Forms. Able to work with other senior technical and user staff to complete projects. Able to provide assistance and guidance to less experienced technical staff.</p> <p>Education: Bachelor's degree is preferred.</p>
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SEC03	<p>Labor Category Title: Security Analyst III</p> <p>Minimum/General Experience: 5 years experience in computer operations and two years additional experience in computer security is preferred</p> <p>Functional Responsibility: Conducts Information System audits, adheres to standards and uses common procedures and techniques in the performance of an audit. Analyzes and evaluates the policies, access controls, management and organizational structures, operating procedures, and control environment of departments processing information on computer systems. Identifies and evaluates user requirements, risks, exposures and controls in specific applications during the development or acquisition phase. Formulates, reviews, and revises procedures necessary to implement ADP system security in accordance with higher level regulatory requirements. Reviews all safeguard procedures to measure the effectiveness of the total system security. Makes formal recommendations based on these reviews. Advises and assists in developing, implementing, and administering effective security programs; assesses progress in accomplishing such tasks. Evaluates security accreditation documentation.</p> <p>Education: Bachelor's degree is preferred.</p>
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CST01	<p>Labor Category Title: Consultant</p> <p>Minimum/General Experience: 8 years related experience. Possess at least four years of experience in information systems implementation, change management efforts or business process redesign, including at least six months experience in premium technologies.</p> <p>Functional Responsibility: Conducts Information System audits, adheres to standards and uses common procedures and techniques in the performance of an audit. Analyzes and evaluates the policies, access controls, management and organizational structures, operating procedures, and control environment of departments processing information on computer systems. Identifies and evaluates user requirements, risks, exposures and controls in specific applications during the development or acquisition phase. Formulates, reviews, and revises procedures necessary to implement ADP system security in accordance with higher level regulatory requirements. Reviews all safeguard procedures to measure the effectiveness of the total system security. Makes formal recommendations based on these reviews. Advises and assists in developing, implementing, and administering effective security programs; assesses progress in accomplishing such tasks. Evaluates security accreditation documentation.</p> <p>Education: Bachelor's degree is preferred.</p>
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CST04	<p>Labor Category Title: Principle Consultant</p> <p>Minimum/General Experience: 10 years related experience. Possess at least four years of experience in information systems implementation, change management efforts or business process redesign, including at least six months experience in premium technologies.</p> <p>Functional Responsibility: Conducts Information System audits, adheres to standards and uses common procedures and techniques in the performance of an audit. Analyzes and evaluates the policies, access controls, management and organizational structures, operating procedures, and control environment of departments processing information on computer systems. Identifies and evaluates user requirements, risks, exposures and controls in specific applications during the development or</p>
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	<p>acquisition phase. Formulates, reviews, and revises procedures necessary to implement ADP system security in accordance with higher level regulatory requirements. Reviews all safeguard procedures to measure the effectiveness of the total system security. Makes formal recommendations based on these reviews. Advises and assists in developing, implementing, and administering effective security programs; assesses progress in accomplishing such tasks. Evaluates security accreditation documentation.</p> <p>Education: Bachelor's degree is minimum requirement.</p>
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<p>CST03</p>	<p>Labor Category Title: Senior Consultant</p> <p>Minimum/General Experience: 12 years related experience. Possess at least four years of experience in information systems implementation, change management efforts or business process redesign, including at least six months experience in premium technologies.</p> <p>Functional Responsibility: Conducts Information System audits, adheres to standards and uses common procedures and techniques in the performance of an audit. Analyzes and evaluates the policies, access controls, management and organizational structures, operating procedures, and control environment of departments processing information on computer systems. Identifies and evaluates user requirements, risks, exposures and controls in specific applications during the development or acquisition phase. Formulates, reviews, and revises procedures necessary to implement ADP system security in accordance with higher level regulatory requirements. Reviews all safeguard procedures to measure the effectiveness of the total system security. Makes formal recommendations based on these reviews. Advises and assists in developing, implementing, and administering effective security programs; assesses progress in accomplishing such tasks. Evaluates security accreditation documentation.</p> <p>Education: Bachelor's degree is minimum requirement.</p>
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<p>NEN03</p>	<p>Labor Category Title: Network Engineer III</p> <p>Minimum/General Experience: 5 years experience in electronics, data communications or telecommunications positions is preferred with progressive experience designing and/or installing LAN's.</p> <p>Functional Responsibility: Design, engineer and plan overall site activities, including inside and outside plant specifications, equipment room layouts, and hardware configuration. Oversee all technical phases of systems. Formulate logical designs of system problems and devise procedures for solutions to the problems. Give support to other network support staff. Assist the Project Manager in the determination of labor hours and categories needed to perform site surveys resulting from a network design Task Order. Oversee all technical documentation activities and determine documentation specification methods and technical support manuals.</p> <p>Education: Bachelor's Degree in a related discipline is preferred</p>
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<p>NEN01</p>	<p>Labor Category Title: Network Engineer I</p> <p>Minimum/General Experience: 0 to 3 years experience in electronics, data communications or telecommunications positions is preferred with progressive experience designing and/or installing LAN's.</p> <p>Functional Responsibility: Design, engineer and plan overall site activities, including inside and outside plant specifications, equipment room layouts, and hardware configuration. Oversee all technical phases of systems. Formulate logical designs of system problems and devise procedures for solutions to the problems. Give support to other network support staff. Assist the Project Manager in the determination of labor hours and categories needed to perform site surveys resulting from a network design Task Order. Oversee all technical documentation activities and determine documentation specification methods and technical support manuals.</p> <p>Education: Bachelor's Degree in a related discipline is preferred</p>
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NAD02	<p>Labor Category Title: Network Administrator II</p> <p>Minimum/General Experience: 3 years of experience with UNIX and/or DOS LAN design, installation, operation, maintenance and detailed knowledge of current data communications technology.</p> <p>Functional Responsibility: Installation and configuration of network hardware/software to meet user needs IAW established network policy. Establish detailed fault management, configuration control, and performance monitoring. Activation, back-up, deactivation, and restart of network resources/services. Problem isolation and correction; performance monitoring; and configuration control. Certification/recertification actions. Advice on operational impacts of network expansions, additions, upgrades, and reconfiguration in hardware/software suites.</p> <p>Education: Bachelor's Degree in a related discipline is preferred</p>
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NAD01	<p>Labor Category Title: Network Administrator I</p> <p>Minimum/General Experience: 0 to 3 years of experience with UNIX and/or DOS LAN design, installation, operation, maintenance and detailed knowledge of current data communications technology.</p> <p>Functional Responsibility: Installation and configuration of network hardware/software to meet user needs IAW established network policy. Establish detailed fault management, configuration control, and performance monitoring. Activation, back-up, deactivation, and restart of network resources/services. Problem isolation and correction; performance monitoring; and configuration control. Certification/recertification actions. Advice on operational impacts of network expansions, additions, upgrades, and reconfiguration in hardware/software suites.</p> <p>Education: Bachelor's Degree in a related discipline is preferred.</p>
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COT03	<p>Labor Category Title: Computer Technician III</p> <p>Minimum/General Experience: 3-5 years customer service experience, or equivalent training and experience.</p> <p>Functional Responsibility: Provides telephone technical support to employees 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 Customer Support Technicians with complex problems. May provide work direction to lower level Customer Support Technicians. Comprehensive knowledge of hardware and/or software products required. Must have strong communications skills and be able to communicate technical issues effectively.</p> <p>Education: High school diploma or equivalent.</p>
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SME03	<p>Labor Category Title: Subject Matter Expert III</p> <p>Minimum/General Experience: 12 years of broad professional level experience, including three years of management experience with demonstrated proficiency in systems engineering, analysis and programming with wide exposure to interrelated activities. Requisite Certifications desired.</p> <p>Functional Responsibility: Serves as LSi's source of broad general knowledge of systems engineering, systems analysis and design, software integration, and software development with an in-depth expertise in at least one of these areas. Primary function is to perform complex technical efforts in specialty area by serving either as senior technical staff member on a large project or as a leader of a small, specialized project. Other functions are to provide, within the specialty area, quick response problem resolution, internal and external training, and marketing support to translate advanced technology theory into specific, practical applications of use for the corporation.</p> <p>Requires knowledge in a specific professional technical field (such as artificial intelligence, statistics,</p>
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	<p>electronics, computer science, mathematics, or physics) to define and solve new information processing system problems, develop engineering designs, and conduct analyses and experiments in the area of discipline. Knowledge in this discipline should be comparable to that which could be acquired through completion of a Graduate level curriculum leading to a Master's Degree in the specific field. Requires thorough knowledge of the principles and concepts of management and applicable knowledge of business practices, business organization, and cost accounting practices, and the ability to plan and manage an activity with committed objectives, schedules, and costs.</p> <p>Education: BA or BS in business related field required. Advance Degree desired</p>
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<p>SME02</p>	<p>Labor Category Title: Subject Matter Expert II</p> <p>Minimum/General Experience: 10 years of broad professional level experience, including three years of management experience with demonstrated proficiency in systems engineering, analysis and programming with wide exposure to interrelated activities. Requisite Certifications desired.</p> <p>Functional Responsibility: Serves as LSi's source of broad general knowledge of systems engineering, systems analysis and design, software integration, and software development with an in-depth expertise in at least one of these areas. Primary function is to perform complex technical efforts in specialty area by serving either as senior technical staff member on a large project or as a leader of a small, specialized project. Other functions are to provide, within the specialty area, quick response problem resolution, internal and external training, and marketing support to translate advanced technology theory into specific, practical applications of use for the corporation.</p> <p>Requires knowledge in a specific professional technical field (such as artificial intelligence, statistics, electronics, computer science, mathematics, or physics) to define and solve new information processing system problems, develop engineering designs, and conduct analyses and experiments in the area of discipline. Knowledge in this discipline should be comparable to that which could be acquired through completion of a Graduate level curriculum leading to a Master's Degree in the specific field. Requires thorough knowledge of the principles and concepts of management and applicable knowledge of business practices, business organization, and cost accounting practices, and the ability to plan and manage an activity with committed objectives, schedules, and costs.</p> <p>Education: BA or BS in business related field required. Advance Degree desired</p>
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<p>SME01</p>	<p>Labor Category Title: Subject Matter Expert I</p> <p>Minimum/General Experience: 8 years of broad professional level experience, including three years of management experience with demonstrated proficiency in systems engineering, analysis and programming with wide exposure to interrelated activities. Requisite Certifications desired.</p> <p>Functional Responsibility: Serves as LSi's source of broad general knowledge of systems engineering, systems analysis and design, software integration, and software development with an in-depth expertise in at least one of these areas. Primary function is to perform complex technical efforts in specialty area by serving either as senior technical staff member on a large project or as a leader of a small, specialized project. Other functions are to provide, within the specialty area, quick response problem resolution, internal and external training, and marketing support to translate advanced technology theory into specific, practical applications of use for the corporation.</p> <p>Requires knowledge in a specific professional technical field (such as artificial intelligence, statistics, electronics, computer science, mathematics, or physics) to define and solve new information processing system problems, develop engineering designs, and conduct analyses and experiments in the area of discipline. Knowledge in this discipline should be comparable to that which could be acquired through completion of a Graduate level curriculum leading to a Master's Degree in the specific field. Requires thorough knowledge of the principles and concepts of management and applicable knowledge of business practices, business organization, and cost accounting practices, and the ability to plan and manage an activity with committed objectives, schedules, and costs.</p> <p>Education: BA or BS in business related field required. Advance Degree desired</p>
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<p>TRS03</p>	<p>Labor Category Title: Trainer III</p> <p>Minimum/General Experience: 8 years of directly related training experience with an emphasis and understanding of information systems or telecommunications is required. Excellent verbal and written communication skills are required.</p> <p>Functional Responsibility: Develops and organizes new and existing information systems and telecommunications courses in accordance with the Instructional Systems Development principles. Responsible for the educational soundness and technical accuracy of all course materials, evaluations, and critiques. Conducts technical training and development classes and assists in developing criteria to measure the effectiveness of these classes.</p> <p>Education: BA or BS in directly related business field.</p>
<p>TRW01</p>	<p>Labor Category Title: Technical Writer</p> <p>Minimum/General Experience: 4 years of experience, with 2 years related experience in editing documents.</p> <p>Functional Responsibility: Experienced in program documentation for management information systems. To include: Research, writing, editing materials for related reports, manuals, briefs, proposals, instructional materials, catalogs, technical publications, and/or software and hardware documents.</p> <p>Education: Degree in Management or a technical discipline is preferred.</p>
<p>DOA02</p>	<p>Labor Category Title: Documentation Analyst II</p> <p>Minimum/General Experience: 4 years of experience in preparing technical documentation and/or researching applicable standards.</p> <p>Functional Responsibility: Gathers, analyzes, and composes information technology-related technical information. Conducts research and ensures the use of proper technical terminology. Translates technical information into clear, readable documents to be used by technical and non-technical personnel.</p> <p>Education: Degree in Management or a technical discipline is preferred.</p>
<p>DOA01</p>	<p>Labor Category Title: Documentation Analyst</p> <p>Minimum/General Experience: 2 to 4 years of experience in preparing technical documentation and/or researching applicable standards.</p> <p>Functional Responsibility: Gathers, analyzes, and composes information technology-related technical information. Conducts research and ensures the use of proper technical terminology. Translates technical information into clear, readable documents to be used by technical and non-technical personnel.</p> <p>Education: Degree in Management or a technical discipline is preferred.</p>
<p>DCL03</p>	<p>Labor Category Title: Senior Data Entry Clerk II</p> <p>Minimum/General Experience: 3 years of experience in information technology with 1 year specialized experience performing data entry.</p> <p>Functional Responsibility: Input data from source documents into a keyboard controlled data entry device. Extract, cross-reference, and prepare data for entry. Compile and summarize data, as well as perform mathematical computations. Develop charts, graphs, and other statistical reports. Correct copy and question originator of document concerning missing information, improper formatting, or discrepancies in instructions. Use several word processing and software packages.</p> <p>Education: High School diploma, or equivalent.</p>

ADS02	<p>Labor Category Title: Administrative Support II</p> <p>Minimum/General Experience: 3 years of experience providing word processing, clerical duties and general computer duties.</p> <p>Functional Responsibility: Provide daily IT administrative support. Generates WORD documents for the office. Researches and identifies data required for various amount of IT information which could require formatting into a document. Draft correspondence. Provide quality assurance on the administrative control of large document production. Uses Microsoft packages for spreadsheets and desktop publishing for use in creating a variety of reports on IT subjects. Able to train others in the document development process.</p> <p>Education: High School diploma, or equivalent.</p>
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ADS01	<p>Labor Category Title: Administrative Support I</p> <p>Minimum/General Experience: 0 to 3 years of experience providing word processing, clerical duties and general computer duties.</p> <p>Functional Responsibility: Provide daily IT administrative support. Generates WORD documents for the office. Researches and identifies data required for various amount of IT information which could require formatting into a document. Draft correspondence. Provide quality assurance on the administrative control of large document production. Uses Microsoft packages for spreadsheets and desktop publishing for use in creating a variety of reports on IT subjects. Able to train others in the document development process.</p> <p>Education: High School diploma, or equivalent.</p>
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CFM01	<p>Labor Category Title: Configuration Manager I</p> <p>Minimum/General Experience: 2 to 4 years of related experience or an equivalent combination of education and training that provides the required knowledge, skills, and abilities.</p> <p>Functional Responsibility: Analyzes proposed product design changes to determine the effect on the overall system. Ensures configuration identification by reviewing design release documents for completeness and proper authorizations. Prepares deviations and waivers for government approval when specifications cannot be met. Compiles audit information. May audit subcontractors' inspection or technical document preparation procedures to verify compliance with contract requirements. Prepares manual or automated records of parts design change documents. Drafts configuration analysis plans to encompass contractual requirements. Reviews contracts and determines configuration requirements. Assists in the development and maintenance of database.</p> <p>Education: Bachelor's Degree in Computer Science or an associated discipline is preferred</p>
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CFM03	<p>Labor Category Title: Configuration Manager III</p> <p>Minimum/General Experience: 4 to 6 years of related experience or an equivalent combination of education and training that provides the required knowledge, skills, and abilities.</p> <p>Functional Responsibility: Analyzes proposed product design changes to determine the effect on the overall system. Ensures configuration identification by reviewing design release documents for completeness and proper authorizations. Prepares deviations and waivers for government approval when specifications cannot be met. Compiles audit information. May audit subcontractors' inspection or technical document preparation procedures to verify compliance with contract requirements. Prepares manual or automated records of parts design change documents. Drafts configuration analysis plans to encompass contractual requirements. Reviews contracts and determines configuration requirements. Assists in the development and maintenance of database.</p> <p>Education: Bachelor's Degree in Computer Science or an associated discipline is preferred</p>
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