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## GENERAL SERVICES ADMINISTRATION

Federal Supply Service  
Authorized Federal Supply Schedule Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!<sup>®</sup>, a menu-driven database system. The INTERNET address GSA Advantage!<sup>®</sup> is:  
[GSAAdvantage.gov](http://GSAAdvantage.gov).

### General Purpose Commercial Information Technology Equipment, Software and Services

FSC GROUP Class 70

FSC CLASS / PRODUCT CODE: 7010

FSC/PSC Class D301 IT AND TELECOM- FACILITY OPERATION & MAINTENANCE

FSC/PSC Class D302 IT AND TELECOM- SYSTEMS DEVELOPMENT

FSC/PSC Class D306 IT AND TELECOM- SYSTEMS ANALYSIS

FSC/PSC Class D307 IT AND TELECOM- IT STRATEGY & ARCHITECTURE

FSC/PSC Class D308 IT AND TELECOM - PROGRAMMING

FSC/PSC Class D310 IT AND TELECOM- CYBER SECURITY & DATA BACKUP

FSC/PSC Class D311 IT AND TELECOM- DATA CONVERSION

FSC/PSC Class D313 IT AND TELECOM- COMPUTER AIDED

DESIGN/COMPUTER AIDED MANUFACTURING (CAD/CAM)

FSC/PSC Class D316 IT AND TELECOM- TELECOMMUNICATIONS NETWORK MANAGEMENT

FSC/PSC Class D317 IT AND TELECOM- WEB-BASED SUBSCRIPTION

FSC/PSC Class D399 IT AND TELECOM- OTHER IT AND TELECOMMUNICATIONS

Contract Number: TBD – Added upon award

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at [fss.gsa.gov](http://fss.gsa.gov).

Contract Period: June 2018 to June 2023

Contractor's name, address, & phone #: DSD Laboratories, Inc. (DSD)  
75 Union Ave.  
Sudbury, MA 01775  
P (toll free) 1-800-432-8484  
P 1-978-443-9700  
Fax: 978-443-1725

**DSD GSA POC: David Hubbard / Director of Contracts**  
[dhubbard@dsdlabs.com](mailto:dhubbard@dsdlabs.com)

Contractor's internet address/web site where schedule information can be found [www.dsdlabs.com](http://www.dsdlabs.com)

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DSD's Contract administration source: DSD Laboratories, Inc. (DSD)  
75 Union Ave.  
Sudbury, MA 01775  
P (toll free) 1-800-432-8484  
P 1-978-443-9700  
Fax: 978-443-1725  
**DSD GSA POC: David Hubbard / Director of Contracts**  
[dhubbard@dsdlabs.com](mailto:dhubbard@dsdlabs.com)

Business size: Large

**CUSTOMER INFORMATION:**

- 1a. Awarded SIN: SIN 132-51 -Information Technology Professional Services
- 1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. –
- 1c. A description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services – See labor category descriptions on page 3.
2. Maximum Order: \$500,000
3. Minimum Order: \$500.00
4. Geographic Coverage: CONUS and OCONUS locations to include Hawaii & Alaska
5. Points of Production: Not applicable; only labor hour services provided; see cover page for DSD Labs Corporate Headquarters location, address and GSA POC
6. All prices listed are 'net price'
7. Quantity Discounts: Not applicable; only labor hour services provided
8. Prompt Payment Terms: None / net-30
- 9a. Government purchase cards are accepted at or below the micro-purchase threshold
- 9b. Government purchase cards are accepted at or above the micro-purchase threshold
10. Foreign Items: Not applicable; only labor hour services provided
- 11a. Time of Delivery: **Negotiated with Ordering Agency**
- 11b. Expedited Delivery: **Negotiated with Ordering Agency**
- 11c. Overnight & 2-day Delivery: Not applicable; only labor hour services provided
- 11d. Urgent Requirements: Not applicable; only labor hour services provided
12. F.O.B. point(s): Not applicable; only labor hour services provided
13. Ordering Address: DSD Laboratories, Inc. (DSD)  
75 Union Ave.  
Sudbury, MA 01775  
P (toll free)  
P 1-978-443-9700  
Fax: 978-443-1725  
**DSD GSA POC: David Hubbard / Director of Contracts**
- 13b. Ordering Procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3 ref: [https://www.acquisition.gov/far/html/Subpart%208\\_4.html](https://www.acquisition.gov/far/html/Subpart%208_4.html)
14. Payment Address: DSD Laboratories, Inc. (DSD)  
75 Union Ave.  
Sudbury, MA 01775  
P (toll free) 1-800-432-8484

15. Warranty provisions: Not applicable; only labor hour services provided
16. Export packing charges, if applicable: N/A
17. Terms and Conditions of Government purchase card acceptance – No thresholds above the micro-purchase level
18. Terms and conditions of rental, maintenance, and repair: Not applicable; only labor hour services provided
19. Terms and conditions of installation: Not applicable; only labor hour services provided
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices: Not applicable; only labor hour services provided
21. Terms and conditions for any other services: “The job is not finished until the customer is satisfied”
22. List of service and distribution points: DSD Laboratories, Inc. (DSD)  
75 Union Ave.  
Sudbury, MA 01775  
P (toll free) 1-800-432-8484  
P 1-978-443-9700  
Fax: 978-443-1725  
DSD CFO: Michael Gurwitz / [mgurwitz@dSDLabs.com](mailto:mgurwitz@dSDLabs.com)
23. Preventive maintenance: Not applicable; only labor hour services provided
- 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): Not applicable; only labor hour services provided
- 24b. Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found on DSD’s website at: <http://www.dSDLabs.com/accessibility/>
25. DUNS Number: 175362755
26. CCR / SAM registration: DSD has a current & active registration in SAM

**TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT)  
PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51) AND IDENTITY ACCESS  
MANAGEMENT PROFESSIONAL SERVICES  
(SPECIAL ITEM NUMBER 132-60F)**

***\*\*The phrase, “Information Technology (IT) Professional Services/Identity Access Management (IAM) Professional Services” in the following paragraphs may need to be revised in order to be consistent with the Offeror’s proposal; e.g., if only IT Professional Services are offered, all references to IAM Services should be deleted.\*\****

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

**1. SCOPE**

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

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

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

## **3. ORDER**

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

## **4. PERFORMANCE OF SERVICES**

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
- c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
- d. Any Contractor travel required in the performance of IT/IAM 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**

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

## **7. RESPONSIBILITIES OF THE CONTRACTOR**

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

## **8. RESPONSIBILITIES OF THE ORDERING ACTIVITY**

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

## **9. INDEPENDENT CONTRACTOR**

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

## **10. ORGANIZATIONAL CONFLICTS OF INTEREST**

a. Definitions.

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

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

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

b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders

against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

## **11. INVOICES**

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

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

## **13. RESUMES**

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

## **14. INCIDENTAL SUPPORT COSTS**

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

## **15. APPROVAL OF SUBCONTRACTS**

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

## **16. DESCRIPTION OF IT/IAM PROFESSIONAL SERVICES AND PRICING**

- a. The Contractor shall provide a description of each type of IT/IAM Service offered under Special Item Numbers 132-51 IT/IAM Professional Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing

hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.

b. Pricing for all IT/IAM Professional Services shall be in accordance with the Contractor's customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices, minimum general experience and minimum education.

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

**EXAMPLE:** Commercial Job Title: System Engineer

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

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

Minimum Education: Bachelor's Degree in Computer Science

## Labor Category Descriptions

**Commercial Job Title:** Executive Information Technology Manager

**Minimum/General Experience:** Twenty (20) years working experience. Responsible for development of a strategic information technology vision. Manages and directs, with full authority, all phases of implementation of the strategic information technology vision from program inception to completion. Directs and coordinates information technology programs of major magnitude and has high accountability for results. Advises the Designated Authority in security accreditation matters.

**Functional Responsibility:** As defined by specific / delivery task order

**Minimum Education:** Bachelor's and Master's Degree in a related technical discipline (i.e., information systems, computer science or engineering) or an MBA is required. An additional five- (5) years experience in systems engineering, information systems engineering or systems acquisition management may be substituted for a Masters Degree or MBA. Proven success in management of large scale information technology programs is required. Acceptable substitute degrees in computer science, math or physics can be used in lieu of engineering degrees. Professional Certification in areas as required by Delivery/Task Order.

**Commercial Job Title:** Project Manager

**Minimum General / Experience:** Minimum of 6 years of experience managing information technology projects to ensure they are completed on-time and within budget. Ensures all technical aspects and requirements of the project are completed, and is also responsible for managing the scope, cost, schedule, internal staffing and outside vendors, and contractual deliverables. Prepares reports for upper management regarding status of project. Must possess a strong knowledge of information technology areas, such as software development, programming, computer networking, IT security, etc., based on the specific requirements of the project.

**Commercial Job Title:** Program Manager

**Minimum / General Experience:** Eight (8) to fifteen (15) years of experience coordinating and monitoring the scheduling, pricing, and technical performance of Information Technology programs, contracts and / or Task Orders. Manages contracts by considering the technological, financial conditions, resources, and contractual requirements. Ensures adherence to master plans and schedules, develops solutions to program problems, and directs work of staff assigned to contract. Ensures contract tasks and deliverables are completed on time and within budget. Possesses strong knowledge of technology. Is capable of working on complex problems and exceptions without direct supervision.

**Minimum Education:** Bachelor's Degree.

**Commercial Job Title:** Senior Program Manager

**Minimum / General Experience:** Ten (10) to twenty (20) years of experience coordinating and monitoring the scheduling, pricing, and technical performance of Information Technology programs, contracts and / or Task Orders. Manages contracts by considering the technological, financial conditions, resources, and contractual requirements. Ensures adherence to master plans and schedules, develops solutions to program problems, and directs work of staff assigned to contract. Ensures contract tasks and deliverables are completed on time and within budget. Responsible for formulating and enforcing work standards, reviewing work discrepancies, supervising contractor personnel, and communicating policies, purposes, and goals of the organization to subordinates. Possesses strong knowledge of technology. Is capable of working on complex problems and exceptions without direct supervision. **Minimum Education:** Bachelor's Degree.

**Commercial Job Title:** Installation Supervisor

**Minimum/General Experience:** Two- (2) to seven- (7) years of experience providing day-to-day supervision of the functional activities associated with installation of Local Area Networks (LANs) or Wide Area Networks (WAN's). Technical experience includes network design and configuration, cable termination (fiber and wire) and test and certification procedures.

**Functional Responsibility:** Supervises LAN technicians and installers in the activities associated with the installation of LANs and WAN's Establishes detailed schedules for the use of all personnel in order to achieve maximum efficiency. Assigns personnel to various functional activities and instructs them, where necessary, to enable them to perform their assigned duties. Compiles and maintains various reports relating to the progress of network installation.

**Commercial Job Title:** Information Systems Analyst II

**Minimum/General Experience:** Ten- (10) or more years experience in evaluating, developing and/or analyzing Information Systems (IS) or Information Technology (IT) applied to information architectures/information warfare technologies. This should include the use of client-server systems, distributed databases, both wide-area and local-area communications, and a performance-based acquisition process.

**Functional Responsibility:** As defined by specific delivery/task orders.

**Minimum Education:** Bachelor's and Master's Degree in a related technical discipline (i.e., information systems, computer science or engineering) is required. An additional five- (5) years experience in systems engineering, information systems engineering or systems acquisition management may be substituted for a Master's degree.

**Commercial Job Title:** Computer Systems Engineer/Analyst I

**Minimum/General Experience:** Two- (2) years programming experience. Working knowledge and/or familiarity with Government Agencies and/or Defense Information Infrastructure Common Operating Environment (DII-COE), and the higher order language specified by the DO to develop the required software.

**Functional Responsibility:** As defined by specific delivery/task orders

**Minimum Education:** Bachelor's Degree in computer science, software engineering, and mathematics or related computer system discipline. Acceptable degree substitute: any two- (2) or four- (4) year degree from an accredited institution, plus, an additional two- (2) years of experience.

**Commercial Job Title:** Computer Systems Engineer/Analyst II

**Minimum/General Experience:** Three- (3) years work experience as a computer systems hardware and software analyst, and/or the Software Quality Assurance (SQA) discipline. Working knowledge and/or familiarity with Government agencies and/or Defense Information Infrastructure Common Operating Environment (DII-COE), Government and/or agencies acquisition practices and policies and the higher order programming language specified in the DO to develop the required software.

**Functional Responsibility:** As defined by specific delivery/task orders

**Minimum Education:** Bachelor's Degree in computer science, software engineering, and mathematics or related computer system discipline.

**Commercial Job Title:** Computer Systems Engineer/Analyst III

**Minimum/General Experience:** Six- (6) years work experience as a computer systems hardware and software analyst, and/or the Software Quality Assurance (SQA) discipline. When SQA experience is applicable, it will include SQA planning, implementation of procedures, program manning and performance, and/or management of SQA reviews. Working knowledge and/or familiarity with Government agencies and/or Defense Information Infrastructure Common Operating Environment (DII-COE), Government and/or agencies acquisition practices and policies and the higher order programming language specified in the DO to develop the required software.

**Functional Responsibility:** As defined by specific delivery/task orders.

**Minimum Education:** Bachelor's and Master's Degree in computer science, software engineering, and mathematics or related computer system discipline. An additional five- (5) years experience in systems engineering or information systems engineering may be substituted for a Masters Degree. Acceptable substitute are degrees in engineering or physics in lieu of computer science degrees.

**Commercial Job Title:** Computer Systems Engineer/Analyst IV

**Minimum/General Experience:** Ten (10) years work experience as an information systems computer hardware and software analyst, and/or in the Software Information Assurance (SIA) discipline. The experience in evaluating, developing and/or analyzing information systems (IS) or information technology (IT) apply to information architectures/information warfare technologies. This includes the use of client/server systems, distributed databases, both wide area and local area communications, and a performance-based acquisition process. Performs a variety of tasks applied to specialize technology problems. Assists in identifying Information Security (INFOSEC) requirements of existing computer hardware and software. Provides analyses related to the implementation of software products including, but not limited to INFOSEC utility software, INFOSEC development software and INFOSEC diagnostic software. Conducts network vulnerability testing and network testing. When SIA experience is required, it will include SIA planning, implementation of procedures, program manning and performance, and/or management of SIA reviews. Working knowledge and/or familiarity with government agencies and/or Defense Information Infrastructure Common Operating Environment (DII-COE, NAVLAP Common Criteria, government and/or agencies acquisition practices and policies and the higher order programming language specified in the delivery order to develop the required software.

**Functional Responsibility:** As defined by specific delivery/task orders.

**Minimum Education:** Bachelor's and Master's Degree in computer science, software engineering, and mathematics or related computer system discipline. An additional five- (5) years experience in systems engineering or information systems engineering may be substituted for a Masters Degree. Acceptable substitute degrees in engineering or physics can be used in lieu of computer / security science degrees. Professional Certification as required by Delivery/Task Order

**Commercial Job Title:** Associate Software Engineer

**Minimum/General Experience:** Zero- (0) to five- (5) years of experience performing software engineering activities relative to the design and development of existing software and new or existing systems or subsystems software.

**Functional Responsibility:** Works under close supervision performing software-engineering assignments relative to the modification and/or development of software systems. Assists more senior engineers in the formulation and development of systems or subsystems architecture, requirements and design documents. Assists in performing software algorithm development, design, coding, and documentation work of systems. Assists in the evaluation of subcontractor software activities so as to ensure compliance with software engineering standards.

**Minimum Education:** Bachelor's Degree.

**Commercial Job Title:** Senior Software Engineer

**Minimum/General Experience:** Four- (4) to nine- (9) years of experience performing difficult and complex software engineering activities relative to the design and development of existing software and new or existing systems or subsystems software.

**Functional Responsibility:** Works under limited supervision in performing difficult and complex software engineering assignments relative to the modification and/or development of software systems. Formulates and develops systems or subsystems architecture, requirements, and design documents. Performs software algorithm development, design, coding, and documentation work of systems. Evaluates subcontractor software activities so as to ensure compliance with software engineering standards.

**Minimum Education:** Bachelor's Degree.

**Commercial Job Title:** Sr. Prin. Software Engineer

**Minimum/General Experience:** Eight- (8) to fifteen- (15) years of experience performing highly complex software engineering activities using software engineering concepts and software techniques considered "state-of-the-art."

**Functional Responsibility:** Works independently of any direct supervision and may provide technical direction and guidance to lower-level professional software personnel involved in performing difficult and highly complex software engineering assignments relative to the modification and/or development of software systems. Formulates and develops systems or subsystems architecture, requirements and design documents. Performs software algorithm development, design, coding, and documentation work of systems to ensure compliance with software engineering standards. Investigates, interprets, and evaluates highly complex system software requirements, and recommends specific modifications and areas requiring further intensive study. Investigates, analyzes, compares existing systems or subsystems software, and makes specific recommendations to increase their scope and performance to meet client's specific requirements and ensure achievement of assigned technical activities, as required.

**Minimum Education:** Bachelor's Degree.

**Commercial Job Title:** Communications Engineer/Specialist I

**Minimum/General Experience:** **Four (4) years experience** defining network communications and designing and implementing solutions within existing network. Manages load configuration of central data communication processor and makes recommendations for upgrade of data networks. Evaluates and reports on new digital communications technologies to enhance the capabilities of the data network. Provides problem resolution for all hardware and software elements of the data communication network and ensures the availability of the data network. Proposes solutions to management to provide all data communications requirements are based upon future needs and current usage, configuring such solutions to optimize cost savings.

**Minimum Education:** Bachelor's Degree in an engineering discipline.

**Commercial Job Title:** Communications Engineer/Specialist III

**Minimum/General Experience:** Eight- (8) years defining network communications and designing and implementing solutions within existing network. Manages load configuration of central data communication processor and makes recommendations for upgrade of data networks. Evaluates and reports on new digital communications technologies to enhance the capabilities of the data network. Provides problem resolution for all hardware and software elements of the data communication network and ensures the availability of the data network. Proposes solutions to management to provide all data communications requirements are based upon future needs and current usage, configuring such solutions to optimize cost savings.

**Minimum Education:** Bachelor's Degree in a technical or scientific field relating to the DO. Acceptable substitute for the Bachelors Degree is an additional three- (3) years of related experience and an Associates Degree in a technical or scientific field relating to the DO.

**Commercial Job Title:** Information Systems Specialist

**Minimum/General Experience:** Four- (4) to nine- (9) years of experience involving general supervision of technical tasks associated with the administration of Management Information System (MIS) programs.

**Functional Responsibility:** Assists in the evaluation of "off-the-shelf" applications software packages for use in

supporting assigned efforts. Installs “off-the-shelf” application software onto new and existing equipment. Assists in the design and construction of microcomputer applications to meet specific needs. Responds to user requests for, and provides training on, applications software packages. Finally, may be responsible for all systems administration and maintenance functions for assigned software systems.

**Minimum Education:** Bachelor’s Degree.

**Commercial Job Title:** Assoc. Database Administrator

**Minimum/General Experience:** Zero- (0) to five- (5) years of experience in areas related to the administration, planning and development of computerized databases.

**Functional Responsibility:** Works under moderate supervision, usually as part of a team, to execute various database projects. Work may involve the development and maintenance of database software, as well as problem resolution.

**Minimum Education:** Bachelor’s Degree.

**Commercial Job Title:** Sr. Database Administrator

**Minimum/General Experience:** Four- (4) to nine- (9) years of experience in areas related to the administration, planning and development of computerized databases.

**Functional Responsibility:** Works under limited supervision relative to all activities related to the administration, planning and development of computerized databases. Formulates and implements policies and procedures pertaining to database management, security, maintenance, and utilization. Works directly with database users, providing advice as to procedures, technical problems, priorities, and methodologies.

**Minimum Education:** Bachelor’s Degree.

**Commercial Job Title:** Assoc. Network/LAN Administrator

**Minimum/ General Experience:** Up to five- (5) years of related experience maintaining and/or modifying routine facility hardware and/or software, as required, to ensure system availability and functionality. Must be familiar with the principles of ensuring systems backup is scheduled and accomplished for major systems in accordance with the schedule.

**Functional Responsibility:** Under direct supervision, assists in the daily operational availability of the hardware and software systems required to support facility operation. Assists in overseeing scheduled testing and review of hardware and software to ensure potential problems are identified at the earliest point possible, aids in adjustment and/or repairs of hardware problems, ensures programming adjustments are implemented as the need is detected, recommends appropriate corrective action for routine problems, ensures documentation is prepared for all hardware and/or software adjustment and/or modifications, and assists in the preparation of reports and analysis of operations, as required.

**Minimum Education:** Bachelor’s Degree.

**Commercial Job Title:** Network/LAN Manager

**Minimum/General Experience:** Four- (4) to eight- (8) years of related experience maintaining and/or modifying complex LAN hardware and/or software systems as required, to ensure system availability and functionality.

Familiar with the principles of ensuring systems backups and systems availability scheduling.

**Functional Responsibility:** Under limited supervision, directs the day-to-day operation of enterprise LAN, including hardware and software systems required to support facility operations. Establishes all related practices and standards, and ensures their conformance with the organization’s overall information systems policies, goals, and procedures. Studies and projects micro resource requirements, including personnel, software, equipment, and facilities; makes recommendations to management. Maintains currency in new developments and technology. Provides for training of department’s staff and end users. Directs setup and maintenance of library and materials for end user reference. Ensures security procedures are implemented and enforced.

**Minimum Education:** Bachelor’s Degree.

**Commercial Job Title:** Sr. Network/LAN Manager

**Minimum/General Experience:** Six- (6) to thirteen- (13) years of related experience maintaining and/or modifying complex LAN hardware and/or software systems, as required, to ensure system availability and functionality. Familiar with the principles of ensuring systems backups and systems availability scheduling.

**Functional Responsibility:** Working virtually independently with no direct supervision directs the day-to-day operation of enterprise LAN, including hardware and software systems required to support facility operations. Develops and implements all related practices and standards, and ensures their conformance with the organization’s overall information systems policies, goals, and procedures. Directs studies and projects relative to micro resource requirements, including personnel, software, equipment, and facilities; makes recommendations to management. Maintains currency in new developments and technology. Provides for training of department’s staff and end users. Directs setup and maintenance of library and materials for end user reference. Ensures security procedures are implemented and enforced.

**Minimum Education:** Bachelor’s Degree.

**Commercial Job Title:** Data Manager

**Minimum/General Experience:** Six- (6) to thirteen- (13) years of experience performing data management support functions for specific project/program areas. Must be familiar with the principles involved in the receipt, development, storage, control, and distribution of all project/program-related data.

**Functional Responsibility:** Under general supervision, evaluates project/contact requirements and establishes/maintains a data tracking system (including financial data) to monitor and control data development, revision, and delivery. Coordinates the development, review, and submission of deliverable data in accordance with schedule and project/program requirements; evaluates project/program changes to determine the need for revision of relevant technical/ project documentation; periodically conducts audits of project/program documentation to ensure that a detailed and adequate audit trail exists; maintains contents and controls access to/distribution of project/ program files and technical library data; and prepares presentation of project/program baseline changes for consideration of the Configuration Control Board.

**Minimum Education:** Bachelor's Degree.

**Commercial Job Title:** Sr. Configuration Management Specialist

**Minimum/General Experience:** Four- (4) to nine- (9) years of experience establishing overall requirements, developing plans, implementing directives, and establishing and maintaining a disciplined environment to ensure configuration control. Exercised a high level of analytical ability in order to gather and interpret complex data, and to solve unusual and difficult technical, administrative, and managerial problems. Engaged in frequent contact with customers and CM personnel.

**Functional Responsibility:** Under minimum supervision, develops and administers the CM plan for software and hardware systems, and implements instructions for assigned programs. Controls configuration baselines and interfaces through Engineering Change Proposal/Specification processing; fulfill such contract data requirements as preparing drafts, forwarding correspondence, preparing and processing CM-required data items; and compiles, prepares, maintains the master records for the establishment and change of configuration baselines, engineering release system, configuration item development record (including the configuration index and change status listing), and configuration status accounting.

**Minimum Education:** Bachelor's Degree.

**Commercial Job Title:** Training Administrator

**Minimum/General Experience:** Minimum of 3 years of related experience developing and organizing technical training programs in the area of information technology. Helps produce training programs and lectures on safety, installation, programming, maintenance and repair of software or other technology subjects. Determines training objectives by conducting analysis of overall needs and specific skill or knowledge gaps. Manages the development of technical training programs and materials including outlines, text, handouts, hands on exercises and training evaluations. Establishes processes to monitor results of training participants and collect feedback on training instructors to determine effectiveness and identify areas for improvement. Assess and manage any contractors utilized to deliver specialized training. May help manage IT, product, or equipment training depending on the industry and setting.

**Minimum Education:** Bachelor's Degree.

**Commercial Job Title:** Senior Training Administrator

**Minimum/General Experience:** Minimum of 7 years of related experience developing and organizing technical training programs. Leads the development of technical training programs and lectures on safety, installation, programming, maintenance and repair of software or other technology subjects. Determines training objectives by conducting analysis of overall needs and specific skill or knowledge gaps. Manages the development of technical training programs and materials including outlines, text, handouts, hands on exercises and training evaluations. Establishes processes to monitor results of training participants and collect feedback on training instructors to determine effectiveness and identify areas for improvement. Assess and manage any contractors utilized to deliver specialized training. May manage IT, product, or equipment training depending on the industry and setting.

**Minimum Education:** Bachelor's Degree.

**Commercial Job Title:** Technical Writer

**Minimum/General Experience:** Minimum of 3 years of related experience as a technical writer. Helps to create and publish technical documentations and manuals in support of information technology projects. Technical documentation may include software manuals, technical upgrade processes and procedures, technical training materials, IT security guidelines, and other technical documentation or deliverables. Collects and interprets technical data or information and coordinates layout for publication or submission. Consults relevant information via technical documents, subject matter experts, and client and project personnel, to obtain background information, and verifies pertinent guidelines, technical specifications and regulations governing project deliverables.

**Minimum Education:** Bachelor's Degree.

**Commercial Job Title:** Senior Technical Writer

**Minimum/General Experience:** Minimum of 7 years of related experience as a technical writer. Creates and publishes technical documentations and manuals in support of information technology projects. Technical documentation may include software manuals, technical upgrade processes and procedures, technical training materials, IT security guidelines, and other technical documentation or deliverables. Collects and interprets technical data or information and coordinates layout for publication or submission. Consults relevant information via technical documents, subject matter experts, and client and project personnel, to obtain background information, and verifies pertinent guidelines, technical specifications and regulations governing project deliverables.**Minimum Education:** Bachelor's Degree.

**Commercial Job Title:** Scientific / Engineering Professional I

**Minimum/General Experience:** Five- (5) years work experience in a engineering, information technology and / or scientific field related to the task order. Performs complex engineering, information technology and / or scientific work integrating multiple technologies. Provides technical guidance for all engineering, information technology and / or scientific activities to current and future technological environments. Maintains state-of -the-art of knowledge of technologies, planning, design and analysis methodologies.

**Minimum Education:** Bachelor's Degree in a technical or scientific field related to the task order.

**Commercial Job Title:** Scientific/Engineering Professional II

**Minimum/General Experience:** Ten- (10) year's work experience in an engineering, information technology and / or scientific field related to the task order. Performs complex engineering, information technology and / or scientific work integrating multiple technologies. Provides technical guidance for all engineering, information technology and / or scientific activities to current and future technological environments. Maintains state-of -the-art of knowledge of technologies, planning, design and analysis methodologies

**Minimum Education:** Bachelor's and Master's Degree in a technical or scientific field related to task order.

**Commercial Job Title:** Scientific/Engineering Professional IV

**Minimum/General Experience:** Twenty (20) years work experience in an engineering, information technology and / or scientific or engineering field related to the task order. Performs complex engineering, information technology and / or scientific work integrating multiple technologies. Provides technical guidance for all engineering, information technology and / or scientific activities to current and future technological environments. Maintains state-of -the-art of knowledge of technologies, planning, design and analysis methodologies.

**Minimum Education:** Master's and Ph.D. Degree in a technical or scientific field related to the task order.

**Commercial Job Title:** Test Engineer I

**Minimum/General Experience:** Two- (2) years experience in the technical discipline of test and evaluation of information systems based hardware and software. Provides support with specific discipline required to accomplish the assigned task (e.g. software engineering, radar engineering, satellite systems, local area networks, reliability and maintainability, safety, test and evaluation support, electromagnetic compatibility, quality assurance, systems acquisition, manufacturing and reproduction, fiber optics, data communications, design engineering). Possesses a working knowledge of government regulations, manuals, technical orders for, standards and industry publications related to the discipline required to perform the task

**Functional Responsibility:** Knowledge – the individual shall be knowledgeable on the specific discipline required to accomplish the task (e.g. software engineering, radar engineering, satellite systems, local area networks, reliability and maintainability, safety, test and evaluation support, electromagnetic compatibility, quality assurance, systems acquisition, manufacturing and reproduction, fiber optics, data communication, design engineering). In addition, the individual shall be knowledgeable of required Government regulations, manuals, technical orders, standards, and industry publications related to the discipline required to perform the task.

**Minimum Education:** Bachelor's Degree in engineering required. Relevant experience may be substituted.

**Commercial Job Title:** Test Engineer II

**Minimum/General Experience:** Six- (6) years experience in the technical discipline of test and evaluation of information systems based hardware and software. Provides support with specific discipline required to accomplish the assigned task (e.g. software engineering, radar engineering, satellite systems, local area networks, reliability and maintainability, safety, test and evaluation support, electromagnetic compatibility, quality assurance, systems acquisition, manufacturing and reproduction, fiber optics, data communications, design engineering). Possesses a working knowledge of government regulations, manuals, technical orders for, standards and industry publications related to the discipline required to perform the task.

**Functional Responsibility:** Knowledge – the individual shall be knowledgeable on the specific discipline required to accomplish the task (e.g. software engineering, radar engineering, satellite systems, local area networks, reliability and maintainability, safety, test and evaluation support, electromagnetic compatibility, quality assurance, systems acquisition, manufacturing and reproduction, fiber optics, data communication, design engineering). In addition, the individual shall be knowledgeable of required Government regulations, manuals, technical orders,

standards, and publications related to the industry discipline required to perform the task.

**Minimum Education:** Bachelor’s Degree in engineering required. Relevant experience may not be substituted for Bachelors Degree.

**Commercial Job Title:** Test Engineer III

**Minimum/General Experience:** Seven- (7) years experience in the technical discipline of test and evaluation of information systems based hardware and software. Provides support with specific discipline required to accomplish the assigned task (e.g. software engineering, radar engineering, satellite systems, local area networks, reliability and maintainability, safety, test and evaluation support, electromagnetic compatibility, quality assurance, systems acquisition, manufacturing and reproduction, fiber optics, data communications, design engineering). Possesses a working knowledge of government regulations, manuals, technical orders for, standards and industry publications related to the discipline required to perform the task

**Functional Responsibility:** Knowledge – the individual shall be knowledgeable on the specific discipline required to accomplish the task (e.g. software engineering, radar engineering, satellite systems, local area networks, reliability and maintainability, safety, test and evaluation support, electromagnetic compatibility, quality assurance, systems acquisition, manufacturing and reproduction, fiber optics, data communication, design engineering). In addition, the individual shall be knowledgeable of Government regulations, manuals, technical orders, standards, and publications related to the industry discipline required to perform the task.

**Minimum Education:** Master’s Degree in engineering required

**Commercial Job Title:** Test Engineer IV

**Minimum/General Experience:** Twelve (12) years of experience in the technical discipline of test and evaluation of information systems based hardware and software. Provides support with specific discipline required to accomplish the assigned task (e.g. software engineering, radar engineering, satellite systems, local area networks, reliability and maintainability, safety, test and evaluation support, electromagnetic compatibility, quality assurance, systems acquisition, manufacturing and reproduction, fiber optics, data communications, design engineering). Possesses a working knowledge of government regulations, manuals, technical orders for, standards and industry publications related to the discipline required to perform the task

**Functional Responsibility:** Knowledge – the individual shall be knowledgeable on the specific discipline required to accomplish the task (e.g. software engineering, radar engineering, satellite systems, local area networks, reliability and maintainability, safety, security test and evaluation support, electromagnetic compatibility, quality assurance, systems acquisition, manufacturing and reproduction, fiber optics, data communication, design engineering). In addition, the individual shall be knowledgeable of Government regulations, manuals, technical orders, standards, and publications related to the industry discipline required to perform the task.

**Minimum Education:** Master’s Degree in engineering required or 3 additional years experience with Professional Certification in areas as required by Delivery/Task Order.

GSA Contract										
Prices Valid 6/21/2018 - 6/20/2019			Prices Valid 6/21/2019 - 6/20/2020		Prices Valid 6/21/2020 - 6/20/2021		Prices Valid 6/21/2021 - 6/20/2022		Prices Valid 6/21/2022 - 6/20/2023	
Labor Category	GSA Price		GSA Price			GSA Price		GSA Price		GSA Price
Exempt:	Gov't Site	DSD Site	Gov't Site	DSD Site	Gov't Site	DSD Site	Gov't Site	DSD Site	Gov't Site	DSD Site
Executive Information Technology Manager	\$234.81	\$247.77	\$239.51	\$252.73	\$244.30	\$257.78	\$249.18	\$262.94	\$254.17	\$268.20
Project Manager	\$126.83	\$133.95	\$129.37	\$136.63	\$131.95	\$139.36	\$134.59	\$142.15	\$137.28	\$144.99
Program Manager	\$138.25	\$146.01	\$141.02	\$148.93	\$143.84	\$151.91	\$146.71	\$154.95	\$149.65	\$158.05
Senior Program Manager	\$151.67	\$160.26	\$154.70	\$163.47	\$157.80	\$166.74	\$160.95	\$170.07	\$164.17	\$173.47
Installation Supervisor	\$64.86	\$68.51	\$66.16	\$69.88	\$67.48	\$71.28	\$68.83	\$72.71	\$70.21	\$74.16
Information Systems Analyst II	\$88.24	\$93.21	\$90.00	\$95.07	\$91.80	\$96.97	\$93.64	\$98.91	\$95.51	\$100.89
Computer Systems Engineer/Analyst I	\$105.02	\$110.90	\$107.12	\$113.12	\$109.26	\$115.38	\$111.45	\$117.69	\$113.68	\$120.04
Computer Systems Engineer/Analyst II	\$113.54	\$119.93	\$115.81	\$122.33	\$118.13	\$124.78	\$120.49	\$127.28	\$122.90	\$129.83
Computer Systems Engineer/Analyst III	\$133.89	\$141.43	\$136.57	\$144.26	\$139.30	\$147.15	\$142.09	\$150.09	\$144.93	\$153.09

Computer Systems Engineer/Analyst IV	\$259.76	\$274.35	\$264.96	\$279.84	\$270.25	\$285.44	\$275.66	\$291.15	\$281.17	\$296.97
Associate Software Engineer	\$94.47	\$99.78	\$96.36	\$101.78	\$98.29	\$103.82	\$100.25	\$105.90	\$102.26	\$108.02
Senior Software Engineer	\$90.32	\$110.90	\$92.13	\$113.12	\$93.97	\$115.38	\$95.85	\$117.69	\$97.77	\$120.04
Senior Principal Software Engineer	\$131.31	\$138.68	\$133.94	\$141.45	\$136.61	\$144.28	\$139.35	\$147.17	\$142.13	\$150.11
Communications Engineer/Specialist I	\$55.44	\$58.55	\$56.55	\$59.72	\$57.68	\$60.91	\$58.83	\$62.13	\$60.01	\$63.37
Communications Engineer/Specialist III	\$83.09	\$87.76	\$84.75	\$89.52	\$86.45	\$91.31	\$88.18	\$93.14	\$89.94	\$95.00
Information Systems Specialist	\$80.63	\$85.17	\$82.24	\$86.87	\$83.89	\$88.61	\$85.57	\$90.38	\$87.28	\$92.19
Associate Database Administrator	\$68.15	\$72.00	\$69.51	\$73.44	\$70.90	\$74.91	\$72.32	\$76.41	\$73.77	\$77.94
Senior Database Administrator	\$84.38	\$89.12	\$86.07	\$90.90	\$87.79	\$92.72	\$89.54	\$94.57	\$91.34	\$96.46
Associate Network/LAN Administrator	\$44.98	\$47.51	\$45.88	\$48.46	\$46.80	\$49.43	\$47.73	\$50.42	\$48.69	\$51.43
Network/LAN Manager	\$62.63	\$66.16	\$63.88	\$67.48	\$65.16	\$68.83	\$66.46	\$70.21	\$67.79	\$71.61
Senior Network/LAN Manager	\$71.01	\$75.00	\$72.43	\$76.50	\$73.88	\$78.03	\$75.36	\$79.59	\$76.86	\$81.18
Data Manager	\$83.91	\$88.65	\$85.59	\$90.42	\$87.30	\$92.23	\$89.05	\$94.07	\$90.83	\$95.95
Senior Configuration Management Specialist	\$66.98	\$70.74	\$68.32	\$72.15	\$69.69	\$73.59	\$71.08	\$75.06	\$72.50	\$76.56
Training Administrator	\$60.00	\$63.38	\$61.20	\$64.65	\$62.42	\$65.94	\$63.67	\$67.26	\$64.95	\$68.61
Senior Training Administrator	\$78.97	\$83.41	\$80.55	\$85.08	\$82.16	\$86.78	\$83.80	\$88.52	\$85.48	\$90.29
Technical Writer	\$43.26	\$45.69	\$44.13	\$46.60	\$45.01	\$47.53	\$45.91	\$48.48	\$46.83	\$49.45
Senior Technical Writer	\$68.21	\$72.06	\$69.57	\$73.50	\$70.97	\$74.97	\$72.38	\$76.47	\$73.83	\$78.00
Scientific/Engineering Professional I	\$80.06	\$84.65	\$81.66	\$86.34	\$83.29	\$88.07	\$84.96	\$89.83	\$86.66	\$91.63
Scientific/Engineering Professional II	\$95.78	\$101.13	\$97.70	\$103.15	\$99.65	\$105.21	\$101.64	\$107.31	\$103.68	\$109.46
Scientific/Engineering Professional IV	\$278.54	\$294.21	\$284.11	\$300.09	\$289.79	\$306.09	\$295.59	\$312.21	\$301.50	\$318.45
Test Engineer I	\$78.62	\$83.05	\$80.19	\$84.71	\$81.80	\$86.40	\$83.43	\$88.13	\$85.10	\$89.89
Test Engineer II	\$100.66	\$106.32	\$102.67	\$108.45	\$104.73	\$110.62	\$106.82	\$112.83	\$108.96	\$115.09
Test Engineer III	\$131.00	\$138.36	\$133.62	\$141.13	\$136.29	\$143.95	\$139.02	\$146.83	\$141.80	\$149.77
Test Engineer IV	\$139.29	\$147.12	\$142.08	\$150.06	\$144.92	\$153.06	\$147.82	\$156.12	\$150.77	\$159.24

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