

**Federal Supply Service
Authorized Information Technology
Schedule Price List
General Purpose Commercial
Information Technology
Equipment, Software & Services**



**U.S. General
Services
Administration**

**Contract
Number:
GS-35F-4644G**

**Pricelist
Current
Through
Modification
PO-0038, dated
May 9, 2008**

**Special Item#: 132-51
Information Technology (IT)
Professional Services**



**Computer Technology Associates, Inc.
12530 Parklawn Drive, Suite 470
Rockville, Maryland 20852**

**Period of Performance:
23 July 1997 - 22 July 2012**



**FEDERAL SUPPLY SERVICE
AUTHORIZED INFORMATION TECHNOLOGY SCHEDULE PRICELIST
GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY
EQUIPMENT, SOFTWARE & SERVICES**

Note: Contractor has been awarded all Special Item Numbers under the Disaster Recovery Program.

SPECIAL ITEM NO. 132-51 INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES:

- IT Systems Development Services (FPDS CODE D302)
- IT Systems Analysis Services (FPDS CODE D306)
- Programming Services (FPDS CODE D308)
- IT Network Management Services (FPDS CODE D316)
- Interactive Design and Development Engineering Services (FPDS CODE D399)

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

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

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

Computer Technology Associates, Inc.

12530 Parklawn Drive, Suite 470
Rockville, MD 20852
(301) 581-3200

Contract Number: GS-35F-4644G

Period Covered by Contract: 23 July 1997 – 22 July 2012

Pricelist current through Modification PO-0038, dated May 9, 2008.

General Services Administration
Federal Supply Service

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

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INFORMATION FOR ORDERING OFFICES

SPECIAL NOTICE TO AGENCIES:**Small Business Participation**

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

For orders exceeding the micropurchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!™ on-line shopping service (www.fss.gsa.gov). The catalogs/pricelists, GSA Advantage!™ and the Federal Supply Service Home Page (www.fss.gsa.gov) contain information on a broad array of products and services offered by small business concerns-

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, and women-owned small businesses among those considered when selecting pricelists for a best value determination

For orders exceeding the micropurchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

1. Geographic Scope of Contract:

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

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

Offerors are requested to check one of the following boxes:

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

2. Contractor's Ordering Address and Payment Information:**Ordering Address**

Computer Technology Associates, Inc.
Attention: John J. Hart
12530 Parklawn Drive, Suite 470
Rockville, MD 20852
(301) 581-3200

For payment by check:

Computer Technology Associates, Inc.
Attn: Judy Wang
12530 Parklawn Drive, Suite 470
Rockville, MD 20852

For payment by wire transfer:

Bank of America
Baltimore, MD
ABA No. 052001633
Account No. 003939628725

Government Commercial Credit Cards will not be acceptable for payment. In addition, bank account information for wire transfer payments will be shown on the invoice.

Below are the telephone numbers that can be used by ordering agencies to obtain technical and/or ordering assistance.

John J. Hart
(301) 581-3244

Jack Thompson
(301) 581-3236

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): 09 991 0788

Block 30: Type of Contractor - C. Large Business

Block 31: Woman-Owned Small Business - No

Block 36: Contractor's Taxpayer Identification Number (TIN) - 84-0797618

4a. CAGE Code: 0LYY7

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

5. FOB Destination

6. Commercial Delivery Schedule (Multiple Award Schedules)

- 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 Contractor and Ordering Activity.

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

7. Discounts:

- a. Prompt Payment: NET 30
- b. Quantity - 0%
- c. Dollar Volume - 0%
- d. Government Educational Institutions - 0%
- e. Other - All discounts are NET

8. Trade Agreements Act of 1979, as amended:

No manufactured goods are provided on this price list.

9. Statement Concerning Availability of Export Packing:

Not available

10. Small Requirements:

The minimum dollar value of orders to be issued is \$100 per Section C.3 of RFP.

11. Maximum Order: (All Dollar Amounts Are Exclusive Of Any Discount For Prompt Payment.)

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

12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS

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

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

13. Federal Information Technology/Telecommunication Standards Requirements:

Federal departments and agencies acquiring products from this Schedule must comply with the provisions of the Federal Standards Program, as appropriate (reference: NIST Federal Standards Index). Inquiries to determine whether or not specific products listed herein comply with Federal Information Processing Standards (FIPS) or Federal Telecommunication Standards (FED-STDS), which are cited by ordering offices, shall be responded to promptly by the Contractor

13.1 Federal Information Processing Standards Publications (FIPS Pubs):

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

13.2 Federal Telecommunication Standards (Fed-Stds):

Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Supply Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, 5W, Washington, DC 20407, telephone number (202) 619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301) 975-2833.

14. Contractor Tasks / Special Requirements (C-FSS-370) (NOV 2001)

- a. Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.
- b. Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. Travel in performance of a task order will only be reimbursable to the extent authorized by the ordering agency. The Industrial Funding Fee does NOT apply to travel and per diem charges.

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

- c. Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.
- d. Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
- e. Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.
- f. Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.

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

15. Contract Administration For Ordering 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 FAR 52.212-4, paragraphs (1) Termination for the Government's convenience, and (m) Termination for Cause (See C.1.)

16. GSA Advantage!

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

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

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

17. Purchase of Open Market Items

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. ODCs (Other Direct Costs) are not part of this contract and should be treated as open market purchases. Ordering Activities procuring open market items must follow FAR 8.401(d). For administrative convenience, an ordering activity contracting officer may add items not on the Federal Supply Multiple Award Schedule (MAS) -- referred to as open market items -- to a Federal Supply Schedule blanket purchase agreement (BPA) or an individual task or delivery order, only if-

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

18. Contractor Commitments, Warranties and Representations

- a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:
 - (1) Time of delivery/installation quotations for individual orders;
 - (2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of

a product/equipment/ service/software package submitted in response to requirements which result in orders under this schedule contract.

- (3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.

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

19. Overseas Activities

The terms and conditions of this contract shall apply to all orders for installation, maintenance and repair of equipment in areas listed in the pricelist outside the 48 contiguous states and the District of Columbia, except as indicated below:

NA

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

20. BLANKET PURCHASE AGREEMENTS (BPAs)

The use of BPAs under any schedule contract to fill repetitive needs for supplies or services is allowable. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPA and should be based on a strategy that is expected to maximize the effectiveness of the

21. Contractor Team Arrangements

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

22. Installation, Deinstallation, Reinstallation

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall receive less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act applies. The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 132-8.

23. Section 508 Compliance

If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following: Not applicable. The EIT standard can be found at: www.Section508.gov/.

24. Prime Contractor Ordering From Federal Supply Schedules.

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

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

25. Insurance—Work On A Government Installation (JAN 1997) (FAR 52.228-5)

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

26. SOFTWARE INTEROPERABILITY

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

27. ADVANCE PAYMENTS

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

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

1. Scope

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

2. Performance Incentives

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

3. Order

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

4. Performance of Services

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

5. Stop-Work Order (FAR 52.242-15) (AUG 1989)

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

delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-

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

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

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

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

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

6. Inspection of Services

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

7. Responsibilities of the Contractor

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

8. Responsibilities of the ordering activity

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

9. Independent Contractor

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

10. Organizational Conflicts of Interest

a. Definitions.

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

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

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

b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives,

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

11. Invoices

The Contractor, upon completion of the work ordered, shall submit invoices for IT services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

12. Payments

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

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

13. Resumes

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

14. Incidental Support Costs

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

15. Approval of Subcontracts

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

16. Description of IT Services and Pricing

Please see the attached labor category descriptions and pricing.

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

PREAMBLE

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

COMMITMENT

To actively seek and partner with small businesses

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

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

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

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

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

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

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in Federal Government contracts. To accelerate potential opportunities please contact John J. Hart, 301-581-3244 (voice) John.Hart@cta.com, 301-581-3743 (fax).

BEST VALUE BLANKET PURCHASE AGREEMENT FEDERAL SUPPLY SCHEDULE

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act _____ (Ordering Activity) _____ and Computer Technology Associates, Inc. enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract GS-35F-4644G.

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of bids and offers. Teaming Arrangements are permitted with Federal Supply Schedule contractors in accordance with Federal Acquisition Regulation (FAR) Part 9.6.

This BPA will further decrease costs, reduce paperwork and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the Government that works better and costs less.

Signatures:

ORDERING ACTIVITY DATE CONTRACTOR DATE



BPA NUMBER _____

**(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT**

Pursuant to GSA Federal Supply contract number Gs-35F-4644G, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (Ordering Activity):

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

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

(2) Delivery:

<u>DESTINATION</u>	<u>DELIVERY SCHEDULE/DATES</u>
_____	_____
_____	_____

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

(4) This BPA does not obligate any funds.

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

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

OFFICE	POINT OF CONTACT
_____	_____
_____	_____

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

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

- (a) Name of contractor;
- (b) Contract number;
- (c) BPA number;
- (d) Model number or National Stock Number (NSN);
- (e) Purchase order number;
- (f) Date of purchase;
- (g) Quantity, unit price, and extension of each item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
- (h) Date of shipment.

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

(10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

**BASIC GUIDELINES FOR USING
“CONTRACTOR TEAM ARRANGEMENTS”**

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

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

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

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

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

Here is a general outline on how it works:

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

SERVICES PROVIDED

CTA offers the following ADP Services under SIN 132-51. These are the services that CTA offers to our commercial and Government customers:

- IT Systems Development Services (FPDS CODE D302)
- IT Systems Analysis Services (FPDS CODE D306)
- Programming Services (FPDS CODE D308)
- IT Data Conversion Services (FPDS CODE D311)
- IT Network Management Services (FPDS CODE D316)
- Interactive Design and Development Engineering Services (FPDS CODE D399)

All of our General Purpose Commercial Automatic Data Processing Labor Categories, shown in the following section may be used to support each of the types of services above. Additional CTA services are presented in the following sections.

All CTA technical services are guided by our Systems Engineering Methodology (SEM), which embodies proven, repeatable processes, methodologies, techniques, and tools for the various functional disciplines within the information technology (IT) domain. Our SEM provides a comprehensive framework to manage and perform the full range of activities required to provide a full complement of ADP services. CTA aggressively pursues new technologies that can help our customers meet their missions more effectively in terms of ongoing operations and changing work environments. Thus, the SEM is continually refined and expanded as our technological capabilities evolve. For example, our adaptation of the Carnegie Mellon University Software Engineering Institute (SEI) Capability Maturity Model (CMM) as part of the SEM has enabled us to achieve SEI Level 2 certification. Since the SEM's structured approach and standard processes can be tailored to support each Federal agency's information technology environment and unique technology needs, we can provide high quality support services that will result in more efficient and cost-effective operations. Our standard system engineering processes, procedures and supporting methods and tools map into the appropriate industry and Government standards and guidelines such as the Federal Information Processing (FIP) Standards and GSA Automated Information Systems Management Handbook, IRM P 214B, and into the particular client environment to yield a tailored approach for our technical and management support activities.

IT SYSTEMS DEVELOPMENT SERVICES (FPDS CODE D302)

The standard CTA database design document provides the complete database design, including the conceptual design (based on the data modeling started in the requirements definition phase), the logical design which maps the records and attributes to the selected DBMS conventions (where applicable) or input language, and the physical design which maps the logical design to the physical storage devices. The first activity is data identification, which is an extension of the data modeling effort begun in the requirement definition phase. During that phase, we identified top-level data classes and their relationships and represented them in an E-R diagram.

The next step defines data attributes. An attribute is defined as a single, named data element to which a value can be assigned. A group of attributes logically occurring together represents a data class. This activity takes the data classes identified in the E-R diagram and defines the associated attributes.

After evaluating the system, hardware, and software environment, and taking into account the likely transaction environment and operational considerations, we develop the logical database design. The logical design focuses on optimizing file structure and access strategy with respect to transaction type and number and on optimizing performance with respect to the selected DBMS. The logical design incorporates the relationships into the database records and maps the conceptual elements to the elements of the selected DBMS.

The physical design considers factors such as blocking, allocation to physical devices, and indices and index compression. We apply these factors against the conceptual database design and the performed transactions. Stored record format design and clustering and access method design yield the key outputs from this activity.

To ensure efficiency of the database system, CTA models and evaluates the operational costs in detail:

- Query response time—including CPU and I/O queue and service times, lockout delays, and communication delays (query response time modeled using the PATB tool).
- Update transaction elapsed time.
- Report generation elapsed time.
- Reorganization frequency elapsed time (growth projection considered in choosing loading factor access method).
- Main and secondary storage space.

The physical design provides efficient results with respect to the physical environment and user access requirements.

IT SYSTEMS ANALYSIS SERVICES (FPDS CODE D306)

The system size and complexity and the nature of the task requirements determine the scope of systems analysis and design activities. Modification of existing systems may require limited design activity and update of existing specifications. Significant enhancements could require redesigning portions of existing systems with correspondingly greater documentation update. New system developments require complete top-level design and new documentation development.

The systems analysis and design activities specify the top-level design by identifying the software components for the application, providing a logical grouping of functional requirements and establishing subsystem interfaces, inputs and outputs, data retention requirements, performance requirements, and operating environment. CTA applies the following methods and tools to systems analysis and design tasks:

- **Structure Charts.** The structure chart is a Yourdon based method for allocating functional requirements to physical software modules. This top-level software design defines the software architecture, and is the first attempt at functional to physical allocation.
- **Object Diagrams.** Object diagrams are similar in purpose to the more familiar structure chart. Many different representation conventions for conveying object information exists. All portray structural relationships among defined objects, highlight services or operations provided by the object, and detail those services implemented.
- **N-Squared Functional Analysis.** This technique characterizes the interfaces among internal system components and between the system and external systems. This technique, supported by CTA's proprietary N²C tool or an I-CASE matrix generator, supports interface definition and analysis.
- **Strength and Coupling Analysis.** This technique measures the cohesiveness of the requirements allocated to a given subsystem (strength) and the degree of interdependency between subsystems (coupling). It employs N-Squared analysis techniques using the N²C tool or an I-CASE matrix generator.
- **System Modeling.** This method derives or verifies system and subsystem requirements. In the system specification stage of a project, system performance modeling determines subsystem performance requirement allocations from system-level requirements.
- **User Interface Prototyping.** This method involves the creation of "facade" displays and provides user feedback on display interaction responsiveness. It supports the derivation and specification of display response requirements.
- **Operations Concept Analysis.** This analytical technique assesses top-level design compatibility with the intended operations concept. For large and complex systems we use the CTA Computer-Human Operational Requirements Analysis System (CHORAS) tool. This tool applies a composition graph theory model to the allocation of requirements between the system and its users and supports the definition of user tasks for subsequent training development.
- **Requirements Traceability.** This method ensures that functional requirements are completely allocated within the top-level design. For large and complex system designs, CTA's Requirements Traceability Analysis Tool (RTAT) tool supports one-to-many and many-to-one allocation mappings and identifies "orphan" requirements.

Installation is achieved incrementally (in phases) or as a single, complete activity depending on the size and complexity of the system. The approach selected is defined in the Installation and Conversion Plan, which is approved by the client. The installation approach is closely linked to the software development approach. If the software installation or upgrade is very large and complex, the software is developed in phases or "Builds." The installation approach for a large, complex system could involve multiple phases where functionality is brought on-line incrementally. This reduces risks by implementing small controllable segments and allowing time to train the user. Additional benefits to the incremental installation approach include providing functionality to the users at the earliest possible time as well as providing the client the capability to evaluate design concepts in an operational environment before the complete system is installed, thus making it easier to make any adjustments (if required). For smaller systems, installation and conversion is typically performed in one increment.

IT NETWORK MANAGEMENT SERVICES (FPDS CODE D316)

CTA's network services approach includes the use of a set of tools to support activities such as network design evaluation, network performance monitoring, network components modeling, network management, and network trouble shooting. The process consists of five integrated phases: requirements analysis, design, installation and integration, test, and operation and maintenance. We use this model to develop a plan for each phase, perform risk assessment, and develop a risk mitigation plan.

CTA gathers pertinent and reliable data for analysis to complete network design, installation, and enhancement efforts successfully. We conduct surveys; develop network configuration plans; produce installation and engineering plans; develop test, technical, and functional specifications; develop management plans; gather data; and conduct feasibility and/or economic analysis (EA) studies. Major activities performed in providing network services include:

- Define and document network requirements, identify capabilities and deficiencies of current communication systems; develop alternative solutions to requirements; evaluate data telecommunication network concepts and designs; conduct cost analysis, risk assessments, mathematical analysis, and performance studies.
- Prepare preliminary and detailed design specifications, develop and implement network systems addressing all functional requirements, and optimize use of supplied data network services.
- Install, relocate, and/or remove cabling.
- Analyze the performance and operation of data telecommunications systems; perform routine network, hardware and software problem identification, evaluation, and resolution; provide technical support and training; develop and maintain inventory and documentation for standard operating procedures and maintenance and operations activities.

Our network management support activities include the following:

- Monitoring and evaluating network usage and performance
- Performing network maintenance activity (on-line and off-line)
- Performing preventive maintenance, back-ups, and archiving
- Diagnosing and correcting hardware and software problems
- Configuring hardware and software
- Establishing and maintaining user accounts
- Providing technical support of hardware, software, cabling, and peripherals
- Developing and/or maintaining documentation
- Maintaining trouble report logs
- Producing statistical reports
- Maintaining an inventory of network hardware and software
- Performing network security management functions

ACQUISITION SUPPORT

CTA provides engineering and management support services on all acquisition-related phases of a project life cycle from strategic planning, development and implementation of standards and procedures, development of specifications and solicitation packages (RFPs), through proposal evaluation, source selection, and contract award and/or modification. CTA provides engineering support to identify, track, and bring to closure risks, and programmatic, budgetary, funding and technical issues that arise during the acquisition process. We facilitate major program reviews, develop detailed program schedules and work breakdown structures (WBS), prepare detailed cost estimates, perform economic and cost/benefit analyses, develop all acquisition documentation, and conduct proposal evaluations and software capability evaluations (SCE). Specific acquisition services and products include but are not limited to the following:

Strategic Planning. Working with senior organization managers and planners, CTA's team performs long range planning, identifying programmatic requirements, identify alternatives for satisfying requirements, and perform economic and/or cost benefit analyses. We prepare supporting documentation (e.g., Mission Needs Statements, Acquisition Plans, white papers), and prepare and present briefings. CTA's acquisition team supports the organization in making investment decisions.

Requirements Analysis and Specifications. Our systems engineers work with the acquisition team to define and analyze system requirements for system acquisitions. We perform engineering analyses, conduct market surveys, prepare hardware and software requirements specifications, interface requirements specifications, and statements of work (SOW). We develop Contract Data Requirements Lists (CDRL) for inclusion in the solicitation document. We prepare bidder proposal evaluation materials. We evaluate the developers design for compliance with specifications and to ensure the development

of an operationally suitable system.

Operational Concept Development. A CTA interdisciplinary team of systems, operational, and human factors engineers work with system users, maintainers, and the acquisition organization to define the system concept of operations. We conduct user assessments/evaluations of the system to ensure operational concerns are identified early in the development life cycle. We evaluate system prototypes developed from the operational concept and provide analysis of specifications, design materials, and early systems builds to see that final system will be operationally suitable.

Configuration Management. CTA uses experienced Configuration Management specialists to work with the acquisition organization to ensure that configuration management requirements are clearly specified. During solicitation evaluation we evaluate the system developers change control process to ensure it is well defined and meets industry best practices.

Human Factors Engineering. CTA human factors engineers work with the acquisition organization in all phases of the acquisition to ensure that computer-human interface requirements are addressed throughout project development.

Risk Analysis. CTA monitors program and software risks. We conduct in-depth analysis of risks, identify risk reduction alternatives for each, and track risks using an automated tool. We work with the acquisition organization to prioritize risks and to coordinate risk mitigation actions. We use our automated tool set to track all action items (e.g., from meetings, reviews) to resolution.

SYSTEM ENGINEERING AND TECHNICAL ASSISTANCE

CTA provides systems engineering and software support on all phases of a project life cycle from development of initial specifications and solicitation packages (RFPs), through proposal evaluation, source selection, design, development, integration and test, system installation, acceptance, transition and operation. CTA provides engineering support to identify, track, and bring to closure technical issues that arise during the design, development, and implementation process. We facilitate major program reviews including proposal evaluations, design reviews (e.g., Preliminary Design Review (PDR), Critical Design Review (CDR)), operational evaluations, and define standards for review of Contract Data Requirements List (CDRL) items. Specific SETA services and products include but are not limited to the following:

Requirements Analysis and Specifications. CTA systems engineers in conjunction with the client identify the overall system architectural design and evolution, and develop transition plans. We work with the acquisition organization to define and analyze requirements for system acquisitions. We prepare the system requirements specifications (both hardware and software), interface requirements specifications, and statement of work (SOW). We evaluate the developers design for compliance with specifications and to ensure the development of an operationally suitable system.

Operational Concept Development. A CTA interdisciplinary team of systems, operational, and human factors engineers work with system users, maintainers, and the acquisition organization to define the system concept of operation. We conduct early user assessments/evaluations of the system to ensure operational concerns are identified early in the development. We evaluate system prototypes developed from the operational concept and provide analysis of specifications, design materials, and early systems builds to see that final system will be operationally suitable.

Contract Monitoring. CTA engineers monitor the developers system through participation in major system reviews (e.g., SSR, PDR, CDR, TRR). At each phase in the system development, we monitor performance of the contractor to project schedules, analyze the design to ensure that it meets system requirements, and identify and resolve technical issues. For software intensive systems we perform independent verification and validation (IV&V) services, participate in code reviews, witness formal and regression testing, and maintain metrics on all development activities. We are proficient in the use of the Software Life Cycle Management tool in assessing software development.

Test and Evaluation. CTA engineers develop Master Test Plans (MTP) for the acquiring organization. We review developer test plans and procedures for conformance to the MTP and adequacy of test coverage. We witness developer tests, review test reports, and make recommendations for acceptance of test results. CTA test engineers develop operational test plans and procedures. We conduct operational test and evaluation (OT&E), develop reports, and resolve OT&E deficiencies.

Configuration Management. CTA uses experienced Configuration Management specialists to work with the acquisition organization to ensure that the system developers change control process is well defined and meets industry best practices. We support the acquisition organization in conducting Change Control Boards (CCB) and Functional Configuration Audits/Physical Configuration Audits (FCA/PCA), evaluating and preparing change control documentation, and documenting the results of each CCB and FCA/PCA.

Human Factors Engineering. CTA human factors engineers work with the acquisition organization in all phases of the acquisition to ensure that computer-human interface requirements are addressed throughout project development.

Risk Analysis. CTA monitors program and software risks. We conduct in-depth analysis of risks, identify risk reduction alternatives for each, and track risks using an automated tool. We work with the acquisition organization to prioritize risks and to coordinate risk mitigation actions.

System Implementation. CTA's implementation engineers, working with the acquiring organization and deployment sites, conduct site surveys, monitor system installation, witness site acceptance tests, and support the site in the conduct of site operational tests. We coordinate resolution of site implementation problems with sites further down the waterfall in deployment to ensure that lessons learned are incorporated into each sites deployment process. Lessons learned are documented and briefed to the acquiring organization for other acquisition and development projects.

INFORMATION ENGINEERING

CTA provides complete information engineering services on an enterprise-wide basis or across a major segment of an enterprise. Included support is: business process modernization, strategic systems planning, problem analysis, and technical guidance in software engineering techniques and automated support tools, developing business-wide information models.

BUSINESS PROCESS REENGINEERING SUPPORT

CTA applies process improvement and re-engineering methodologies and principles to conduct process modernization projects. Our methodologies and technical approach emphasizes a complete life cycle approach to BPR. We evaluate the organizational entity - personnel, processes, tools, and systems - rather its parts over the complete life cycle of the BPR process, from problem identification through analysis and implementation phases, to final evaluation after it has been put into place and tested.

Our proven methodology uses automated support tools and recognized business re-engineering processes. Our approach will be tailored to client's specific needs. Major activities performed include:

Strategic Vision, Goals and Objectives - Working with the organization stakeholders; identify the core business processes, and identify and resolve conflicting goals. The resulting goals will be used in evaluating the success of the re-engineering effort

Process Analysis and Gap Identification - Review the current work flow, human infrastructure, and information technology environment. Business/process workflow identification is an iterative process. Identify and define existing process problems to be addressed by re-engineering and new system identification.

Business Area Re-design - Develop recommendations addressing gaps in the workflow processes, human infrastructure and information technology environment. Perform cost/benefit analyses. Develop a plan for recommended changes without undue disruption to on-going operations.

Systems Implementation/Management Approach - Develop a concept of operations, identify the requirements for changing the IT environment, and prepare a strategic plan. Perform cost/benefit analyses. Model and select the recommended implementation strategy.

Implement and test - Assist the organization in implementing and testing the desired strategy. Provide planning, acquisition, installation, testing, documentation, and training support.

Final evaluation - Using the resulting organizational goals from activity one, assess the success of the re-engineering effort, making recommendations for modifications and enhancements.

SUBJECT MATTER EXPERT/EXPERT CONSULTANT SUPPORT

CTA provides a full-range of support services and resources to meet all life cycle support requirements. To assure all functional and technical needs are addressed, highly specialized expertise may be required. This independent expertise possesses unique skills, experience, and/or leadership necessary to solve a problem, issue, or meet customer requirements.

POLICY ANALYSIS AND SUPPORT

Policy analysis requires a rigorous examination of one or more steps in making decisions or defining courses of action based on the clients specific and often unique requirements. These steps range from initial identification of a problem or issue requiring a decision on the most effective and expeditious communication, implementation, and evaluation of a decision. Prior to beginning the analysis, CTA ensures a common understanding of the clients requirements and expectations. Effective policy analysis requires a thorough understanding of the individuals making the decisions and the users who are affected by decisions. It requires an understanding of the prevailing political, legal, economic, and technical environments that influence decision-making. In the information technology area, policy analysts are called upon to research user requirements, develop concepts of operation, prepare requirements specifications, and monitor development efforts from a users point of view. Specific output may include: white papers, policy statements, promotional materials, draft regulations, policy and procedure manuals, and position papers.

CTA employs a proven methodology which uses automated support tools. Our approach will be tailored to a clients specific needs. Major activities performed in providing policy analysis support include:

- Analyze existing regulations, policy and procedures, manuals, and other relevant materials utilizing automated support tools (e.g., on-line research services, INTERNET)
- Conduct interviews with technical experts, managers, will consult with knowledgeable client resources, support contractors, etc. We will use subject matter experts as required and with the clients concurrence to ensure the highest quality product which meets all requirements
- Conduct surveys.
- Participate at or facilitate meetings. Prepare and distribute an agenda based on established objectives and expected outcome. Prepare handouts. Prepare minutes with action items.
- Participate at conferences and workshops, representing a clients best interest.
- Develop and, if requested, present briefings, working with our client to ensure an understanding of the goals, objectives, and expected outcome.
- Track action items and resolution using OnTime, one of CTAs automated support tools.
- Prepare draft documentation (e.g., plans, policy statements, white papers) for client review and comment. Comments are reviewed, and requested changes incorporated.

DOCUMENTATION AND GRAPHICS SUPPORT

CTA provides complete documentation and graphics support services for all life cycle phases from concept definition to planning, operations and maintenance. While using proven tools, we continually evaluate and incorporate new technology into our proven yet evolving methodology. This ensures the highest quality products using effective and efficient means. CTA has documentation standards which are applied in conjunction with industry and Government standards. We continually evaluate new and evolving graphics technology for applicability to new as well as on-going efforts.

ADMINISTRATIVE SUPPORT

Accurate and adequate planning and risk identification prior to program initiation along with on-going reviews are key elements in successful program completion. CTA is commitment to providing quality products and services has incorporated these elements into our proven methodology. Our administrative support utilizes automated tools to develop and maintain budgets, complex schedules and work breakdown structures (WBS), prepare accurate graphs, tables, and sophisticated spreadsheets, and allow financial reporting and manpower and resource planning. In analyzing management problems and issues, CTA uses a structured, repeatable approach in evaluating related procedures, processes, techniques, and systems, and develops models as appropriate.

INFORMATION SECURITY

System/Network Security Engineering Services. CTA provides full-spectrum system security engineering (SSE) services for the development and acquisition of secure (trusted) automated information processing systems and networks. CTAs security expertise includes traditional personal computer (PC), mid-range, and mainframe systems, and client/server architectures supporting large organizational enterprises (such as the Defense Finance and Accounting Service (DFAS)). CTA provides SSE services in support of systems processing Unclassified or Sensitive-but-Unclassified through Top Secret/Special Access Required and Top Secret/Sensitive Compartmented Information (SCI). CTAs experience includes systems and networks required to meet C2 through B3 trust criteria as defined in DOD 5200.28-STD, trusted Computer System Evaluation Criteria. CTA also provides SSE services to support development of complex Command, Control, Communications, and Intelligence (C3I) systems, and tactical weapon systems such as the Air Force's F-22 advanced tactical fighter. CTA provides SSE services that support all life cycle phases from concept definition to operations and maintenance. Specific SSE services and products include:

- **System Security Requirements Analysis and Specification.** CTA interfaces with acquisition organizations and system users to develop complete, realistic, and operationally responsive system and network security requirements. Requirements include those for hardware and software security mechanisms, as well as communications security (COMSEC), procedural, administrative, and physical security. Requirements are consistent with applicable Federal processing standards, regulations, and directives, and are based on. Requirements are documented in formats appropriate for the type of system being acquired. For example, DOD weapon system acquisitions security requirements are documented in Operational Requirements Documents, and in system and subsystem requirements specifications.
- **Security Risk Analyses.** CTA works with system acquisition agencies and Government security agencies to develop and document system-wide threat baselines, to analyze potential system vulnerabilities, and to quantify security risks. CTA also conducts tradeoff studies to determine the most cost-effective mechanisms to reduce risks to acceptable levels. Risk analyses are used as drivers to specifying security requirements and for development of security concepts for systems.
- **System Security Concept Development.** CTA works with acquisition organizations and system users to develop concepts of operation (CONOPS) for secure automated information processing systems. The CONOPS describes the top-level security features and mechanisms to be employed in the system and details how human users and administrators involved in system security interact with the system and the security mechanisms. For DOD acquisitions, the CONOPS evolves from a Preliminary System Security Concept (PSSC) to a more detailed CONOPS as the design progresses from the concept development through detailed design and implementation, and finally to the test and evaluation, and operational phases. The CONOPS describes to the user how they will use the system security features during operations and maintenance.
- **System Security Planning.** CTA works with acquisition agencies to develop and implement System Security Engineering Plans. The plans document the required activities and responsibilities of developers and Government agencies and ensure that adequate security is incorporated in all life cycle phases of acquisition programs.
- **Security Product Assessment.** CTA uses experience of its staff and of emerging and proven security technology to determine viable products that can meet stringent security requirements. CTA is intimately familiar with trusted operating system, data base management system, network products (such as firewalls, routers, gateways) and encryption technology, and their operational implications and impacts. CTA uses its internal system and network product assessment laboratory to verify the functionality and security of advertised products, including access control mechanisms, security management tools, and intrusion detection systems.
- **Security Assurance Documents.** Depending on the degree of trust required, CTA develops formal and informal security policy models, Descriptive Top Level Specifications (DTLS), Covert Channel Analyses (CCAs), and other security assurance documents for system and network Trusted Computing Bases (TCBs) to support system designers and certification agencies in implementation of adequate security into automated systems.

System and Network Security Certification and Accreditation Support. CTAs INFOSEC group provides support to Federal agencies to certify and accredit (C&A) automated information systems and networks processing Sensitive Unclassified (privacy act) and Classified (National Security) information. C&A support is provided for systems processing up to Top Secret/SCI information. C&A support is provided for systems under development or already in operation. Certification and accreditation of automated information processing systems is required by DOD and OMB regulations. C&A services provided by CTA include:

- **Security Policy Development.** CTA works with system users and administrators to develop security policies that prescribe mechanisms and procedures that must be followed in the operation and maintenance of secure systems. CTA ensures conformance of these policies with applicable Federal regulations and directives.
- **C&A Plans.** CTA works with system acquisition agencies and users to develop and document plans that ensure successful

system accreditation in a timely fashion. C&A plans document the required activities and products to support accreditation, and delineate the responsibilities of contractor and Government agencies to support the C&A process.

- **Security Risk Analysis.** CTA assesses threats, both unintentional and malicious, to automated systems and networks. CTA analyzes vulnerabilities against the threat baseline, and documents risks. Automated risk assessment tools that provide repeatable and accurate results, and support report preparation support analysis.
- **Security Testing and Evaluation.** CTA uses automated tools and methods supported by security checklists and vulnerability reports to test and evaluate the security of products and systems processing classified and mission-critical information. Reports provide certification agencies with documentation detailing the extent to which automated security mechanisms in system hardware and software meet or fail to meet security requirements.

Security Training and Awareness. CTA provides security training and awareness materials and courses to a wide variety of Federal system security personnel and users. Materials include posters, mouse pads and other innovative products that provide security awareness messages at strategic points within an organization. Security training courses are available for senior executives, automated information system security managers and administrators, system accreditors, and system users. Courses are targeted for the Federal information processing environment, and are given at different levels, from introductory or overview levels which might last one or two hours to detailed courses that last for several days. CTA has qualified DOD Computer Institute instructors on staff.

INTERACTIVE DESIGN AND DEVELOPMENT ENGINEERING SERVICES (FPDS CODE D399)

Interactive Design and Development Engineering (IDDE) is the process of applying strategy, design and technology to human and business challenges by exploiting interactive computer technologies that move a user from problem to solution. IDDE projects typically result in Kiosk systems, CD-ROM programs, and/or Web sites.

Delivering effective IDDE programs requires strategic planning, tactical planning, design, development, and enhancement phases. Strategic planning is defined as the process of developing a strategic framework for your interactive program that is based on meeting customer goals and business objectives. This often includes activities such as Strategy formulation, brand development, and technology architecture definition. Tactical planning is the development a detailed plan of the interactive program, including documentation of all features and how they will be implemented and exploited by users of the system. This often includes activities to define creative, information and navigation flow and technologies to be used in the program. The objective the design phase of an IDDE project is to prepare all aspects of the project as defined in the Planning Phase for development in the Build Phase. This includes activities to document all processes and content in the program, the development of the creative design interface, functional system specification, and database design. The development phase's objective is to create, integrate and test all components of the IDDE program. This includes producing all media elements (graphics, animation, video, audio, etc.), developing all program code (applications, data base, web pages, etc.), integrating media with program code and testing the IDDE program for performance, functionality, content accuracy, and usability.

The ultimate IDDE project deliverables are 1) a highly effective, user-centric interface, usually mediated by the user's browse/computer interface 2) an architecture that embodies efficient, user-intuitive navigation and 3) content and a features set solution that meets user needs.

It is very common for IDDE projects to include enhancement phases (especially in the Web site platform). The enhancement of an IDDE project is the process continuously improving the program by validating the strategic plan against the results and implementing new feature based on actual results.

CTA, INC. LABOR CATEGORY DESCRIPTIONS

Job Title: Application Development Manager**Qualifications:**

The position requires experience in managing teams of programmers in Web and Multi Media development. Programming experience in some of the following areas: Advanced Director, Lingo, Xtras (PC and MAC), Advanced HTML, CGI (Perl) & JavaScript, Relational databases (SQL Server, Oracle, Informix), Web Streaming Technologies (Flash, Shockwave, audio, video, etc), Active Server Pages, DHTML and/or other dynamic web page technologies.

Responsibilities and Duties:

Develop application design specifications. Coordinate development team resources. Lead and participate in research and identification of applicable, cost-effective development tools. Coordinate and oversee web development. Track and schedule design changes and error corrections.

Job Title: Applications Systems Analyst/Programmer – Lead**Qualifications:**

Six years of progressively more difficult systems analysis and programming work, with full technical knowledge of all phases of applications systems analysis and programming, and a good understanding of the business or function for which application is designed.

Education:

A minimum of four years of college, with a bachelors degree required.

Responsibilities and Duties:

Instructs, directs, and checks the work of other systems analysis and programming personnel. Formulates and defines system scope and objectives for assigned projects. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operating time, and form of desired results. Prepares detailed specifications from which programs will be written. Responsible for program design, coding, testing, debugging, and documentation. Responsible for quality assurance review. Responsible for directing and monitoring the work of team members. May be responsible for project completion and user satisfaction.

Job Title: Applications Systems Analyst/Programmer - Senior**Qualifications:**

Five years of progressively more difficult systems analysis and programming work, with full technical knowledge of all phases of applications systems analysis and programming, and a good understanding of the business or function for which application is designed.

Education:

A minimum of four years of college, with a bachelors degree required.

Responsibilities and Duties:

Formulates and defines system scope and objectives. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operating time, and form of desired results. Prepares detailed specifications from which programs will be written. Designs, codes, tests, debugs, and documents those programs. Works at the highest technical level of all phases of applications systems analysis and programming activities. May be responsible for completion of a phase of a project. Regularly provides guidance and training to less-experienced analyst/programmers.

Job Title: Applications Systems Analyst/Programmer – Intermediate**Qualifications:**

Three years of progressively more difficult systems analysis and programming work, with good technical knowledge of all phases of applications systems analysis and programming, and a good understanding of the business or function for which application is designed.

Education:

A minimum of four years of college, with a bachelors degree required.

Job Title: BPR Specialist**Qualifications:**

This position requires a minimum of fifteen years experience, of which at least eight years must be specialized. Specialized experience may include: facilitation, training, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, or information system development methods and practices, and supervision of BPR Specialist.

Responsibilities and Duties:

Applies process improvement and reengineering methodologies and principles to conduct process modernization projects. Responsible for effective transitioning of existing project teams, and the facilitation of project teams in accomplishing project activities and objectives. Provides group facilitation, interviewing, training, and provides additional forms of knowledge transfer. Acts as coordinator between multiple project teams to ensure enterprise-wide integration of reengineering efforts.

Job Title: Documentation Specialist - Senior**Qualifications:**

Five years of experience in a technical documentation environment and the ability to provide and coordinate documentation services to all levels of personnel, at all project phases.

Education:

A minimum of four years of college, with a bachelors degree required.

Responsibilities and Duties:

Prepares and maintains systems, programming, and operations documentation, procedures, and methods, including user manuals and reference manuals. Maintains a current internal documentation library. Provides or coordinates special documentation services as required. Work at the highest level of all phases of documentation. May act as project leader for large projects.

Job Title: Engagement Manager**Qualifications:**

Position requires experience in managing client engagements in Interactive Design and Development Engineering and a visionary understanding of how the engagement supports and furthers client's business objectives. Demonstrated thought leadership in the application of interactive capabilities to business opportunities and a thorough understanding of all aspect of the methodologies, processes and deliverables for the defined engagement. Essential tools include Microsoft Word, PowerPoint, Excel, and Project.

Responsibilities and Duties:

Communicates effectively with all engagement team members, orally and in writing. Manages the project plan and schedule. Identifies and manages project plan dependencies, resource allocation, and critical path analysis. Conducts work flow and resource management and coordination. Possesses and applies problem solving and troubleshooting capabilities that span multiple contract functions. Ensures and enforces time accounting and budget management procedures. Prepares status and progress reports; communicates with client management and technical representatives through oral presentations, meetings, briefings, and written reports.

Education:

A minimum of four years of college, with a bachelors degree required or equivalent experience.

Job Title: Functional Area Expert**Qualifications:**

Twelve years of direct industry experience assessing the operational and functional baseline of information technology organizations and their components. Must possess the ability to meet and operate under deadlines.

Education:

A minimum of four years of college, with a bachelors degree required.

Responsibilities and Duties:

Recognized for strong expertise in industry issues and trends. Guides the determination of information technology inadequacies and/or deficiencies that affect the functional area's ability to support/meet organizational goals. Generates functional area strategies for enhanced information technology operations in a cross-functional area mode throughout the organization. Participates in account strategies sessions, strategic assessments and design reviews to validate enterprise approach and associated work products. Provides guidance and direction to other professionals, acts in an advisory capacity; coordinates resolution of highly complex problems and tasks.

Job Title: Graphics Specialist**Qualifications:**

Two years of experience in an information technology graphics environment.

Education:

A minimum of four years of college, with a bachelors degree required.

Responsibilities and Duties:

Supports the development of information technology contract deliverables and reports by developing and updating graphic presentations to improve the quality and enhance the usability of these documents. Integrates graphics generated with automated tools and deliverable documents. May train other personnel in proper use of computer graphic equipment and software.

Job Title: Help Desk Support Service Specialist - Senior**Qualifications:**

Six years of technical experience with a wide range of hardware and software applications. Must possess excellent customer interface skills.

Education:

A minimum of four years of college, with a bachelors degree required.

Responsibilities and Duties:

Provides second-tier support to end users for either PC, server, or mainframe applications and hardware. May interact with network services, software systems engineering, and/or applications development to restore service and/or identify and correct core problem. Simulates or recreates user problems to resolve operating difficulties. Recommends systems modifications to reduce user problems. Maintains currency and highest level of technical skill in field of expertise.

Job Title: Information Services Consultant**Qualifications:**

Twelve years of high level of diverse technical experience related to studying and analyzing systems needs, systems development, and systems process analysis, design, and re-engineering. Has specialization in the particular software or business application utilized in end user environment.

Education:

A minimum of four years of college, with a bachelors degree required.

Responsibilities and Duties:

Top level technical expert supporting unlimited end user groups. Utilizes available technology, including hardware, software, databases, and peripherals to solve end-user business problems. Studies and analyzes systems needs, systems development, and systems process analysis, design, and re-engineering. Keeps abreast of technological developments and applications.

Job Title: Information Systems Scientist - Senior**Qualifications:**

Ten years of progressively more difficult experience performing enterprise-wide strategic systems planning, business information planning, and process and data modeling.

Education:

A minimum of four years of college, with a bachelors degree required.

Responsibilities and Duties:

Performs within enterprise-wide disciplines for the planning, analysis, design, and construction of information technology systems on an enterprise-wide basis or across a major sector of the enterprise. Ensures systems are compatible and in compliance with standards. Provides technical guidance in software engineering techniques and automated task support.

Job Title: IT Methods Engineer - Senior**Qualifications:**

Six years of progressively more difficult experience in the planning of information technology systems customized to the specific technical, time, cost, and security requirements of customers.

Education:

A minimum of four years of college, with a bachelors degree required.

Responsibilities and Duties:

Plans information technology systems which will provide system capabilities required for projected work loads. Plans layout of new systems or modifications to existing systems. Confers with customer management and staff regarding existing systems limitations and capabilities and future systems requirements. Evaluates factors such as number of departments serviced by the system, volume of transactions, time requirements, cost restraints, and systems security restrictions in order to plan effective information technology systems.

Job Title: Networking Specialist**Qualifications:**

A minimum of three years of networking experience.

Responsibilities and Duties:

Analyzes network and communications hardware and software. Implements the recommendations for procurement, removals, and modifications to network components. With limited supervision, designs and optimizes network topologies and site configurations. Assists in the installation, transition, and conversion plans of network components and capabilities. Researches, test, evaluates, and recommends telecommunications and data network systems. Requires knowledge and experience in the area of local and wide area networking, communications, and related hardware and software: Supports complex PCs and LAN networks throughout the organization. Identifies areas of operation which need upgraded equipment, such as modems, fiber optic cables, and telephone wires. Conducts survey to determine user needs. Reads technical manuals and brochures to determine equipment which meets establishment requirements. Tests and evaluates hardware and software to determine efficiency, reliability, and compatibility with existing system, using equipment such as computer terminal and modem. Develops and writes procedures for installation, use, and solving problems of communications hardware and software. Monitors system performance.

Job Title: Policy Analyst A**Qualifications:**

This position requires a minimum of ten years experience. Demonstrates excellent oral and written communications skills. Demonstrated ability to work independently or under minimal direction.

Education:

A minimum of four years of college, with a bachelors degree or equivalent experience.

Responsibilities and Duties:

Serves as principal investigator on policy studies and analyses. Reviews and prepares regulations, policy and procedure manuals, and other documentation. Conducts surveys. Develops research designs. Formulates policy. Arranges, conducts, and participates at technical interviews, workshops and conferences. Provides liaison with senior management, technical experts and policy-makers. May perform project management functions

Job Title: Program Control Specialist**Qualifications:**

This position requires a minimum of ten years experience, of which at least three years must be specialized. Specialized experience includes: preparation and analysis of financial statements, development of complex project schedules. General experience includes increasing responsibilities in general accounting or management activities. Must demonstrate the ability to work independently or under only general direction.

Responsibilities and Duties:

Directs all financial management and administrative activities, such as budgeting, manpower and resource planning, and financial reporting. Performs complex evaluations of existing procedures, processes, techniques, models and/or systems related to management problems or contractual issues which would require a report and recommend solutions. Develops work breakdown structures, prepare charts, tables, graphs, and diagrams to assist in analyzing problems. Provides daily supervision and direction to staff.

Job Title: Project Manager - Senior**Qualifications:**

Twelve years of experience in scope and objective definition, work planning, estimating, resource allocation, and quality assurance concerning large projects applicable to all areas of information technology.

Education:

A minimum of four years of college, with a bachelors degree required.

Responsibilities and Duties:

Responsible for all aspects of the development and implementation of assigned projects and provides a single point of contact for those projects. Takes projects from original concept through final implementation. Interfaces with all areas affected by the project including end users, computer services, and client services. Defines project scope and objectives. Develops detailed work plans, schedules, project estimates, resource plans, and status reports. Conducts project meetings and is responsible for project tracking and analysis. Ensures adherence to quality standards and reviews project deliverables. Manages the integration of vendor tasks and tracks and reviews vendor deliverables. Provides technical and analytical guidance to project team. Recommends and takes action to direct the analysis and solutions of problems.

Job Title: Senior Networking Specialist**Qualifications:**

A minimum of eight years of experience in the Information Technology field with four years of technical lead experience. Has shown increasing responsibilities in networking systems design from inception through deployment. Demonstrated the ability of provide technical guidance and direction.

Responsibilities and Duties:

Analyzes network characteristics (e.g., traffic, connect time, transmission speeds, packet sizes, and throughput) and recommends procurement, removals, and modifications to network components. Designs and optimizes network topologies and site configurations. Plans installations, transitions, and conversions of network components and capabilities. Design and develop complex software interface programs. Responsible for technical architecture of Local Area Networks and Wide Area Networks. Researches, test, evaluates, and recommends telecommunications and data network systems. Identifies areas of operation which need upgraded equipment, such as modems, fiber optic cables, and telephone wires. Conducts survey to determine user needs. Reads technical manuals and brochures to determine equipment which meets establishment requirements. Visits vendors to learn about available products or services. Tests and evaluates hardware and software to determine efficiency, reliability, and compatibility with existing system, using equipment such as computer terminal and modem. Analyzes test data and recommends hardware or software for purchase. Develops and writes procedures for installation, use, and solving problems of communications hardware and software. Monitors system performance. Demonstrated the ability of provide technical guidance and direction in the area of network systems. Requires advanced knowledge and experience in the area of local and wide area networking, communications, and related hardware and software: Supports complex PCs and LAN networks throughout the organization.

Education:

A minimum of four years of college, with a bachelors degree required or equivalent experience.

Job Title: Software Systems Engineer - Lead**Qualifications:**

Six years of progressively more difficult software systems engineering experience and full technical knowledge of all phases of software systems programming applications.

Education:

A minimum of four years of college, with a bachelors degree required.

Responsibilities and Duties:

Instructs, directs, and checks the work of other operating systems programming personnel. Formulates and defines specifications for complex software programming applications or modifies/maintains complex existing applications using engineering releases and utilities from the manufacturer. Responsible for program design, coding, testing, debugging, and documentation. Responsible for applications dealing with the overall operating system, such as sophisticated file maintenance routines, large telecommunications networks, computer accounting, and advanced mathematical/scientific software packages. Responsible for quality assurance review and the evaluation of new and existing software products. Acts as project leader for projects with small budgets or limited duration.

Job Title: Software Systems Engineer - Senior**Qualifications:**

Five years of progressively more difficult software systems engineering experience and full technical knowledge of all phases of software systems programming applications.

Education:

A minimum of four years of college, with a bachelors degree required.

Responsibilities and Duties:

Formulates and defines specifications for complex operating software programming applications or modifies/maintains complex existing applications using engineering releases and utilities from the manufacturer. Designs, codes, tests, debugs, and documents those programs. Responsible for applications dealing with the overall operating system, such as sophisticated file maintenance routines, large telecommunications networks, computer accounting, and advanced mathematical/scientific software packages. Works at the highest technical level on all phases of software systems programming applications. May have responsibility for the evaluation of new and existing software products. May assist other systems programmers to effectively utilize the system's technical software.

Job Title: Software Systems Engineer - Intermediate**Qualifications:**

Three years of software systems engineering experience and technical knowledge of all phases of software systems programming applications.

Education:

A minimum of four years of college, with a bachelors degree required.

Responsibilities and Duties:

Works from specifications to develop or modify moderately complex software programming applications. Assists with design, coding, benchmark testing, debugging, and documentation of programs. Applications generally deal with utility programs, position control language, macros, subroutines, and other control modules. Work on most phases of software systems programming applications.

Job Title: Web Software Developer**Qualifications:**

Eight years of experience developing, troubleshooting, debugging, and implementing software code. Must have broad knowledge of web-based languages.

Education:

A minimum of four years of college, with a bachelors degree required.

Responsibilities and Duties:

Designs, develops, troubleshoots, debugs, and implements software code (such as HTML, CGI, and JavaScript) for a component of the website. Works with graphic designers and other members of a project team to develop the site concept, interface design, and architecture of the website. Responsible for interface implementation. Integrates web applications with backend databases. Deploys large web-based transaction systems using application servers. Researches, tests, builds, and coordinates the integration of new products per production and client requirements.

Business Systems Analyst - Senior**Qualifications:**

Six years experience in analysis of business and user needs, documentation of requirements, and translation into proper system requirement specifications.

Education:

A minimum of four years of college, with a bachelor's degree required or equivalent experience.

Responsibilities and Duties:

Under general direction, formulates and defines systems scope and objectives based on both user needs and a good understanding of applicable business systems and industry requirements. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operating time, and form of desired results. Includes Guides and advises less-experienced Business Systems Analysts. Competent to work at the highest technical level of most phases of systems analysis while considering the business implications of the application of technology to the current and future business environment.

Business Systems Analyst - Intermediate**Qualifications:**

Three years experience in analysis of business and user needs, documentation of requirements, and translation into proper system requirement specifications.

Education:

A minimum of four years of college, with a bachelor's degree required or equivalent experience.

Responsibilities and Duties:

Under general supervision, formulates and defines systems scope and objectives through research and fact-finding combined with an understanding of applicable business systems and industry requirements. With this knowledge, develops or modifies moderately complex information systems. Includes analysis of business and user needs, documenting requirements, and revising existing system logic difficulties as necessary. Guides and advises less experienced Business Systems Analysts. Competent to work in some phases of analysis and considers the business implications of the application of technology to the current business environment.

Business Systems Analyst - Associate**Qualifications:**

One year experience in analysis of business and user needs, documentation of requirements, and translation into proper system requirement specifications.

Education:

A minimum of four years of college, with a bachelor's degree required or equivalent experience.

Responsibilities and Duties:

Under direct supervision, assists in formulating and defining systems scope and objectives through research and fact-finding combined with a basic understanding of business systems and industry requirements. Includes analysis of business and user needs, documenting requirements, and revising existing system logic difficulties as necessary under direction of experienced Business System Analysts. Competent to consider most business implications of the application of technology to the current business environment.

Enterprise Architect - Senior**Qualifications:**

Six years experience in designing and implementing Department of Defense Architecture Framework or Federal Enterprise Architecture in compliance with enterprise architectures.

Education:

A minimum of four years of college, with a Business, Engineering, or Information Systems related bachelor's degree required or equivalent experience.

Responsibilities and Duties:

Designs and defines system architecture for new or existing complex computer systems and other major systems and subsystems. Guides the development of policies, standards and guidelines that direct the selection, development, implementation and use of Information Technology within the enterprise. Supports in the production of whitepapers and briefings to present architecture or systems engineering information to clients and internal groups. Possesses strong data modeling, business process modeling, and UML modeling skills, experience with IDEF, C4ISR/DoDAF, and Zachman methodologies.

Enterprise Architect - Intermediate**Qualifications:**

Three years experience in creating and implementing DoDAF or FEA-compliant enterprise architectures

Education:

A minimum of four years of college, with a Business, Engineering, or Information Systems related bachelor's degree required or equivalent experience

Responsibilities and Duties:

Designs and defines system architecture for new or existing complex computer systems and other major systems and subsystems. Guides the development of policies, standards and guidelines that direct the selection, development, implementation and use of Information Technology within the enterprise. Supports in the production of whitepapers and briefings to present architecture or systems engineering information to clients and internal groups. Possesses strong data modeling, business process modeling, and UML modeling skills, experience with IDEF, C4ISR/DoDAF, and Zachman methodologies.

Enterprise Architect - Associate

Qualifications:

One year experience in analysis of business and user needs, documentation of requirements, and translation into proper system requirement specifications.

Education:

A minimum of four years of college, with a Business, Engineering, or Information Systems related bachelor's degree required or equivalent experience.

Responsibilities and Duties:

Designs and defines system architecture for new or existing complex computer systems and other major systems and subsystems. Guides the development of policies, standards and guidelines that direct the selection, development, implementation and use of Information Technology within the enterprise. Supports in the production of whitepapers and briefings to present architecture or systems engineering information to clients and internal groups. Possesses business process modeling skills and general understanding of IDEF, C4ISR/DoDAF, and Zachman methodologies.

Software Systems Engineering – Supervisor

Qualifications:

Eight years of progressively more difficult software systems engineering experience and full technical knowledge of all phases of software systems programming applications.

Education:

A minimum of four years of college bachelor's degree required or equivalent experience

Responsibilities and Duties:

Supervises activities of all software systems programming personnel for a major project, several smaller projects, or a small department. Responsible for quality assurance. Makes decisions on personnel actions (hiring, terminations, promotions, etc.). Controls revenues and or expenses within operating unit and responsible for meeting budget goals and objectives. Provides input to policy level direction regarding standards, budget constraints, etc.

LABOR CATEGORY	7/23/09-7/22/10	7/23/10-7/22/11	7/23/11-7/22/12
	GSA	GSA	GSA
	PRICE	PRICE	PRICE
	On-Site	On-Site	On-Site
Application Development Manager	\$160.61	\$166.23	\$172.05
Applications Systems Analyst/Programmer - Intermediate	\$61.71	\$63.87	\$66.11
Applications Systems Analyst/Programmer - Lead	\$82.38	\$85.26	\$88.25
Applications Systems Analyst/Programmer - Senior	\$71.63	\$74.13	\$76.73
BPR Specialist	\$77.17	\$79.87	\$82.67
Business Systems Analyst – Associate	\$82.47	\$85.36	\$88.34
Business Systems Analyst - Intermediate	\$96.89	\$100.29	\$103.80
Business Systems Analyst - Senior	\$119.10	\$123.27	\$127.58
Documentation Specialist - Senior	\$65.96	\$68.27	\$70.66
Engagement Manager	\$203.02	\$210.13	\$217.48
Enterprise Architect - Associate	\$96.89	\$100.29	\$103.80
Enterprise Architect - Intermediate	\$119.10	\$123.27	\$127.58
Enterprise Architect - Senior	\$176.42	\$182.60	\$188.99
Functional Area Expert	\$142.10	\$147.08	\$152.22
Graphics Specialist	\$53.60	\$55.47	\$57.41
Help Desk Support Svcs. Specialist - Senior	\$75.66	\$78.31	\$81.05
Information Services Consultant	\$142.10	\$147.08	\$152.22
Information Systems Scientist - Senior	\$143.43	\$148.45	\$153.65
IT Methods Engineer - Senior	\$107.04	\$110.79	\$114.66
Networking Specialist	\$90.50	\$93.67	\$96.95
Policy Analyst A	\$88.69	\$91.79	\$95.01
Program Control Specialist	\$50.44	\$52.20	\$54.03
Project Manager - Senior	\$142.10	\$147.08	\$152.22
Senior Networking Specialist	\$105.21	\$108.89	\$112.70
Software Systems Engineer - Intermediate	\$68.33	\$70.72	\$73.19
Software Systems Engineer - Lead	\$107.84	\$111.61	\$115.52
Software Systems Engineer - Senior	\$82.38	\$85.26	\$88.25
Software Systems Engineer - Supervisor	\$132.89	\$137.54	\$142.36
Web Software Developer	\$115.81	\$119.87	\$124.06

LABOR CATEGORY	7/23/09-7/22/10	7/23/10-7/22/11	7/23/11-7/22/12
	GSA	GSA	GSA
	PRICE	PRICE	PRICE
	Off-Site	Off-Site	Off-Site
Applications Systems Analyst/Programmer - Lead	\$96.92	\$100.31	\$103.82
Applications Systems Analyst/Programmer - Senior	\$84.27	\$87.22	\$90.27
Business Systems Analyst – Associate	\$82.47	\$85.36	\$88.34
Business Systems Analyst - Intermediate	\$96.89	\$100.29	\$103.80
Business Systems Analyst - Senior	\$119.10	\$123.27	\$127.58
Documentation Specialist - Senior	\$65.96	\$68.27	\$70.66
Enterprise Architect - Associate	\$96.89	\$100.29	\$103.80
Enterprise Architect - Intermediate	\$119.10	\$123.27	\$127.58
Enterprise Architect - Senior	\$176.42	\$182.60	\$188.99
Functional Area Expert	\$167.18	\$173.03	\$179.09
Graphics Specialist	\$53.60	\$55.47	\$57.41
Help Desk Support Svcs. Specialist - Senior	\$75.66	\$78.31	\$81.05
Information Services Consultant	\$167.18	\$173.03	\$179.09
Information Systems Scientist - Senior	\$143.43	\$148.45	\$153.65
IT Methods Engineer - Senior	\$125.93	\$130.34	\$134.90
Networking Specialist	\$90.50	\$93.67	\$96.95
Program Control Specialist	\$60.70	\$62.83	\$65.02
Project Manager - Senior	\$142.10	\$147.08	\$152.22
Senior Networking Specialist	\$104.75	\$108.41	\$112.21
Software Systems Engineer - Intermediate	\$68.33	\$70.72	\$73.19
Software Systems Engineer - Lead	\$107.84	\$111.61	\$115.52
Software Systems Engineer - Senior	\$96.92	\$100.31	\$103.82
Software Systems Engineer - Supervisor	\$132.89	\$137.54	\$142.36
Web Software Developer	\$136.25	\$141.02	\$145.96