



General Services Administration (GSA) Federal Supply Service (FSS) Schedule  
for  
Information Technology Schedule 70 (IT 70)

---

Information Technology Schedule  
Authorized ADP Schedule Pricelist

GENERAL PURPOSE COMMERCIAL  
INFORMATION TECHNOLOGY EQUIPMENT  
Special Item No. 132-51 Information Technology Professional Services

132-51 Information Technology Professional Services Category Code (S)  
FPDS Code D301 IT Facility Operation and Management  
FPDS Code D302 IT Systems Development Services  
FPDS Code D306 IT Systems Analysis Services  
FPDS Code D308 Programming Services  
FPDS Code D316 IT Network Management Services  
FPDS Code D317 Other Information Technology Services, Not Elsewhere Classified

**Contract Number:** GS-35F-0348V

**Period Covered by Contract:** April 2, 2009 through April 1, 2014

**Contractor:** Performance-based Solutions, Inc. (PbSi)

**Address:** 5113 Leesburg Pike, Suite 306  
Falls Church, VA 22041

**Telephone:** (703) 575-6464

**FAX:** (703) 575-6467

**Website:** [www.taskpbsi.com](http://www.taskpbsi.com)

**E-mail:** [jwoodard@taskpbsi.com](mailto:jwoodard@taskpbsi.com)

**Contract Administration:** Jacqueline Woodard

**Business Size:**  
Small, Disadvantaged, 8(a), Woman Owned

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



## Table of Contents

	<u>Page</u>
1. GEOGRAPHIC SCOPE OF CONTRACT .....	3
2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION .....	4
3. LIABILITY FOR INJURY OR DAMAGE .....	4
4. STATISTICAL DATA FOR GOVERNMENT ORDERING OFFICE COMPLETION OF STANDARD FORM 279:.....	4
5. FOB .....	4
6. DELIVERY SCHEDULE .....	5
7. DISCOUNTS .....	5
8. TRADE AGREEMENTS ACT OF 1979, as amended: .....	5
9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING .....	5
10. SMALL REQUIREMENTS .....	5
11. MAXIMUM ORDER .....	5
12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS .....	6
13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS .....	6
15. CONTRACT ADMINISTRATION FOR ORDERING OFFICES .....	8
16. GSA Advantage! .....	8
17. PURCHASE OF OPEN MARKET ITEMS .....	8
18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS .....	9
19. OVERSEAS ACTIVITIES .....	9
20. BLANKET PURCHASE AGREEMENTS (BPAs) .....	9
21. CONTRACTOR TEAM ARRANGEMENTS .....	10
22. INSTALLATION, DEINSTALLATION, REINSTALLATION .....	10
23. SECTION 508 COMPLIANCE .....	10
24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES .....	10
25. INSURANCE – WORK ON A GOVERNMENT INSTALLATION (JAN 1997) (FAR 52.228-5) .....	11
26. SOFTWARE INTEROPERABILITY .....	11
27. ADVANCE PAYMENTS .....	11
Labor Category Descriptions.....	20
Labor Rates.....	34



## INFORMATION FOR ORDERING ACTIVITIES

### SPECIAL NOTICE TO AGENCIES:

#### Small Business Participation

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

For orders exceeding the micropurchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA *Advantage!*™ on-line shopping service ([www.fss.gsa.gov](http://www.fss.gsa.gov)). The catalogs/pricelists, GSA *Advantage!*™ and the Federal Acquisition Service Home Page ([www.fss.gsa.gov](http://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 will be overseas delivery only.
- The Geographic Scope of Contract will be domestic delivery only.



## **2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION**

All orders placed under this schedule may be directed to the following:

PERFORMANCE-BASED SOLUTIONS INC (PbSi)  
5113 Leesburg Pike, Suite 306  
Falls Church, VA 22041  
Attn: William Fisher

All payments under this schedule should be forwarded to the following:

Performance-Based Solutions Inc (PbSi)  
5113 Leesburg Pike, Suite 306  
Falls Church, VA 22041

Attn: Accounts Receivable Department

Contractors are required to accept the credit cards for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Credit cards will be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfers payments will be shown on the invoice.

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

For PbSi: William Fisher (703) 575-6466

## **3. LIABILITY FOR INJURY OR DAMAGE**

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

## **4. STATISTICAL DATA FOR GOVERNMENT ORDERING OFFICE COMPLETION OF STANDARD FORM 279:**

Block 9: G. Order/Modification under Federal Schedule  
Block 16: Data Universal Numbering System (DUNS) Number: 119621626  
Block 30: Type of Contractor – – A. Small Disadvantaged Business  
Block 31: Woman – Owned Small Business – Yes  
Block 36: Contractor's Taxpayer Identification Number: 33-1021865  
4a. Cage Code: 3DKY8  
4b. Contractor has registered with the Central Contractor Registration Database

## **5. FOB**

DESTINATION



## 6. DELIVERY SCHEDULE

a. TIME OF DELIVERY: The Contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below:

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
132-51	15 days

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 purposes of obtaining accelerated delivery. The Contractor shall reply to the inquiry within three (3) workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated time acceptable to the ordering activity, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

## 7. DISCOUNTS

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

- a. Prompt Payment: 0%
- b. Quantity: 0%.
- c. Dollar Volume: Negotiated at time of order.
- d. Government Educational Institutions will receive the same negotiated discounts.

## 8. TRADE AGREEMENTS ACT OF 1979, as amended:

All items are U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.

## 9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING

Not Applicable to IT Services under SIN132-51.

## 10. SMALL REQUIREMENTS

The minimum dollar value of orders to be issued is \$1,000.

## 11. MAXIMUM ORDER

All dollar amounts are exclusive of any discount for prompt payment. The maximum dollar value per order for all IT Professional services will be \$500,000

Special Item number 132-51 – Information Technology (IT) Professional Services.



## **12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS**

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

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

## **13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS**

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

### **13.1 Federal Information Processing Standards Publications (FIPS PUBS)**

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

### **13.2 Federal Telecommunication Standards (FED-STDS)**

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



writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301) 975-2833.

#### **14. CONTRACTOR TASKS/ SPECIAL REQUIREMENTS (C-FSS-370) (NOV2001)**

(a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.

(b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub. L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. The Industrial Funding Fee does NOT apply to travel and per diem charges.

(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 or 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 of 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 activity, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the ordering activity's convenience, and (m) Termination for Cause (See C.1.)

## 16. GSA Advantage!

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

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

Agencies can browse GSA *Advantage!* by accessing the Internet World Wide Web utilizing a browser (ex.: Microsoft Explorer/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. ODC's (Other Direct Costs) are not part of this contract and should be treated at open market purchases. Ordering Activities procuring open market items must follow FAR 8.402(f).

For administrative convenience, an ordering activity contracting officer may add items not on the Federal Supply 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 design 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:

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

## **20. BLANKET PURCHASE AGREEMENTS (BPAs)**

The use of BPAs under any schedule contract to fill repetitive needs for supplies or services is allowable. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPA and should be based on a strategy that is expected to maximize the effectiveness of the BPA. ORDERING ACTIVITIES SHALL FOLLOW FAR 8.405-3 WHEN CREATING AND IMPLEMENTING BPA(S).



## **21. CONTRACTOR TEAM ARRANGEMENTS**

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74, 552.238-76, Industrial Funding Fees and Sales Reporting i.e., each contractor (team member) must report sales and remit the IFF for all products services provided under its individual contract.

## **22. INSTALLATION, DEINSTALLATION, REINSTALLATION**

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall received less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act apply.

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper

Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 132-8.

## **23. SECTION 508 COMPLIANCE**

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

<http://www.taskpbsi.com> The EIT standard can be found at <http://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 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 of 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 the 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;

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

## **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 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 office 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 Government contract, without some restriction on activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the Government, ordering offices may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule 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 office on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products.



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

## **12. PAYMENTS**

For firm-fixed price orders the Government shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made 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 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 in 16.601 (e) (3), insert the following provision:

(a) The Government contemplates award of a Time-and-Materials or Labor-Hour type contract resulting from this solicitation.

(b) The offeror must specify whether the fixed hourly rate of each labor category applies to labor performed by-

- (1) The offeror;
- (2) Subcontracts; 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 agency 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 agency 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**

a. The Contractor shall provide a description of each type of IT Service offered under Special Item Number 132-51. IT Services should be presented in the same manner as the Contractor sells to its commercial and other Government customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the services should be provided.



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

## **17. USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS PREAMBLE**

Performance Based Solutions Inc. (PbSi), an 8(a) firm 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 agreements, and subcontracting.

### **COMMITMENT**

- To actively seek and partner with small business.
- 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 businesses to supply products and services to our company.
- To ensure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged and women-owned business.
- 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.





General Services Administration (GSA) Federal Supply Service (FSS) Schedule  
for  
Information Technology Schedule 70 (IT 70)  
GS-35F-0348V

BPA NUMBER \_\_\_\_\_

(CUSTOMER NAME)  
BLANKET PURCHASE AGREEMENT

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

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

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

(2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

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

(4) This BPA does not obligate any funds.

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

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

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

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

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

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;
- (d) Model Number or National Stock Number (NSN);
- (e) Purchase Order Number;
- (f) Date of Purchase;
- (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
- (h) Date of Shipment.



General Services Administration (GSA) Federal Supply Service (FSS) Schedule  
for  
Information Technology Schedule 70 (IT 70)  
GS-35F-0348V

---

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

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



## Labor Category Descriptions

### PROGRAM MANAGER I

Minimum/General Experience: Seven years relevant experience to include 3 years Project Management and/or Contracts Administration/Management or related field is required. Program management experience managing large multi-million dollar, multi-year projects, to include the scheduling, budgeting, reporting, and deliverables for employees, sub-contractors, and consultants required. Demonstrated experience in the preparation and analysis of financial statements and the development of milestone schedule and status tracking systems. Must have in-depth knowledge related to the statement of work of the project. Proven supervisory experience required with a successful track record of managing, hiring, motivating and counseling employees. Must demonstrate analytical, problem solving, and communication skills in working with technical, functional, and management personnel

Functional Responsibility: Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel, and communicating policies, purposes, and goals of the organization to subordinates. Communicates with customers and stakeholders and is responsible for the overall contract performance.

Minimum Education: Bachelor's degree in computer science, information systems, engineering, business or other related scientific or technical discipline. 11 years of experience can be substituted for the degree requirement. With a Master's degree in a relevant discipline, 5 years of experience is required.

### PROGRAM MANAGER II

Minimum/General Experience: Nine years relevant experience to include 5 years Project Management and/or Contracts Administration/Management or related field is required. Program management experience managing large multi-million dollar, multi-year projects, to include the scheduling, budgeting, reporting, and deliverables for employees, sub-contractors, and consultants required. Demonstrated experience in the preparation and analysis of financial statements and the development of milestone schedule and status tracking systems. Must have in-depth knowledge related to the statement of work of the project. Proven supervisory experience required with a successful track record of managing, hiring, motivating and counseling employees. Must demonstrate analytical, problem solving, and communication skills in working with technical, functional, and management personnel

Functional Responsibility: Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel, and communicating policies, purposes, and goals of the organization to subordinates. Communicates with customers and stakeholders and is responsible for the overall contract performance.



General Services Administration (GSA) Federal Supply Service (FSS) Schedule  
for  
Information Technology Schedule 70 (IT 70)  
GS-35F-0348V

---

Minimum Education: Bachelor's degree in computer science, information systems, engineering, business or other related scientific or technical discipline. 11 years of experience can be substituted for the degree requirement. With a Master's degree in a relevant discipline, 5 years of experience is required.

### **PROGRAM MANAGER III**

Minimum/General Experience: Twelve years relevant experience to include 7 years Project Management and/or Contracts Administration/Management or related field is required. Program management experience managing large multi-million dollar, multi-year projects, to include the scheduling, budgeting, reporting, and deliverables for employees, sub-contractors, and consultants required. Demonstrated experience in the preparation and analysis of financial statements and the development of milestone schedule and status tracking systems. Must have in-depth knowledge related to the statement of work of the project. Proven supervisory experience required with a successful track record of managing, hiring, motivating and counseling employees. Must demonstrate analytical, problem solving, and communication skills in working with technical, functional, and management personnel

Functional Responsibility: Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel, and communicating policies, purposes, and goals of the organization to subordinates. Communicates with customers and stakeholders and is responsible for the overall contract performance.

Minimum Education: Bachelor's degree in computer science, information systems, engineering, business or other related scientific or technical discipline. 11 years of experience can be substituted for the degree requirement. With a Master's degree in a relevant discipline, 5 years of experience is required.

### **PROJECT MANAGER I**

Minimum/General Experience: Three years relevant experience to include 1 year Project Management and/or Contracts Administration/Management or related field is required. Program management experience to include the scheduling, budgeting, reporting, and deliverables required. Demonstrated experience in the preparation of financial statements and the development of milestone schedule. Must have knowledge related to the statement of work of the project. Supervisory experience required with a successful track record of managing, hiring, motivating and counseling employees. Must demonstrate analytical, problem solving, and communication skills in working with technical, functional, and management personnel.

Functional Responsibility: Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel, and communicating policies, purposes, and goals of the organization to subordinates. Ensures all requirements are met and is responsible for the overall contract performance.

Minimum Education: Bachelor's degree in computer science, information systems, engineering, business or other related scientific or technical discipline. 7 years of experience can be



substituted for the degree requirement. With a Master's degree in a relevant discipline, 1 year of experience is required.

## **PROJECT MANAGER II**

Minimum/General Experience: Five years relevant experience to include 3 year Project Management and/or Contracts Administration/Management or related field is required. Program management experience to include the scheduling, budgeting, reporting, and deliverables required. Demonstrated experience in the preparation of financial statements and the development of milestone schedule. Must have knowledge related to the statement of work of the project. Supervisory experience required with a successful track record of managing, hiring, motivating and counseling employees. Must demonstrate analytical, problem solving, and communication skills in working with technical, functional, and management personnel.

Functional Responsibility: Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel, and communicating policies, purposes, and goals of the organization to subordinates. Ensures all requirements are met and is responsible for the overall contract performance.

Minimum Education: Bachelor's degree in computer science, information systems, engineering, business or other related scientific or technical discipline. 7 years of experience can be substituted for the degree requirement. With a Master's degree in a relevant discipline, 1 year of experience is required.

## **PROJECT MANAGER III**

Minimum/General Experience: Seven years relevant experience to include 5 year Project Management and/or Contracts Administration/Management or related field is required. Program management experience to include the scheduling, budgeting, reporting, and deliverables required. Demonstrated experience in the preparation of financial statements and the development of milestone schedule. Must have knowledge related to the statement of work of the project. Supervisory experience required with a successful track record of managing, hiring, motivating and counseling employees. Must demonstrate analytical, problem solving, and communication skills in working with technical, functional, and management personnel.

Functional Responsibility: Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel, and communicating policies, purposes, and goals of the organization to subordinates. Ensures all requirements are met and is responsible for the overall contract performance.

Minimum Education: Bachelor's degree in computer science, information systems, engineering, business or other related scientific or technical discipline. 7 years of experience can be substituted for the degree requirement. With a Master's degree in a relevant discipline, 1 year of experience is required.



## **SOFTWARE ENGINEER**

**Minimum/General Experience:** Nine years of experience in application design, analysis, development, testing and implementation of projects. Experience in designing, executing, assessing, and troubleshooting software programs and applications. This includes configuring, coding, developing, and documenting software specifications throughout the project life cycle. Should have experience in a structured software engineering environment employing version control, software modeling and documentation, analytical problem solving of workflow, organization and planning and best in industry software standards. Must possess senior level analytical, problem solving, and communication skills.

**Functional Responsibility:** Responsible for developing and maintaining numerous forms of complex applications and relational database models comprised of various languages, protocols and interfaces essentially for the purpose of data dissemination. Performs technical tasks using both standard and non-standard analysis, design, and programming methods and techniques. Applies analytical and evaluative techniques to solve, design and implement software solutions to technical and implementation problems. Reengineers systems/applications to interface with evolving operating systems, compilers, and other system products and to meet changing functional requirements or mandated changes to procedures or policies. Collaborate with analysts and designers in the development and initiation of new software programs and applications. Consistently write, translate, and code software programs and applications according to specifications.

**Minimum Education:** Bachelor's degree in a relevant scientific or technical discipline. 11 years of experience can be substituted for the degree requirement. With a Master's degree in a relevant field, 5 years of experience is required. Related industry professional certification desired. Each certification is equivalent to one year of experience

## **SENIOR SOFTWARE ENGINEER**

**Minimum/General Experience:** Nine years of experience in application design, analysis, development, testing and implementation of projects. Experience in designing, executing, assessing, and troubleshooting software programs and applications. This includes configuring, coding, developing, and documenting software specifications throughout the project life cycle. Should have experience in a structured software engineering environment employing version control, software modeling and documentation, analytical problem solving of workflow, organization and planning and best in industry software standards. Must possess senior level analytical, problem solving, and communication skills.

**Functional Responsibility:** Responsible for developing and maintaining numerous forms of complex applications and relational database models comprised of various languages, protocols and interfaces essentially for the purpose of data dissemination. Performs technical tasks using both standard and non-standard analysis, design, and programming methods and techniques. Applies analytical and evaluative techniques to solve, design and implement software solutions to technical and implementation problems. Reengineers systems/applications to interface with evolving operating systems, compilers, and other system products and to meet changing functional requirements or mandated changes to procedures or policies. Collaborate with



analysts and designers in the development and initiation of new software programs and applications. Consistently write, translate, and code software programs and applications according to specifications.

Minimum Education: Bachelor's degree in a relevant scientific or technical discipline. 11 years of experience can be substituted for the degree requirement. With a Master's degree in a relevant field, 5 years of experience is required.

### **TELECOMMUNICATIONS ENGINEER**

Minimum/General Experience: Five years of experience in all aspects of telecommunications and network equipment. Experience in areas of systems analysis and programming voice and data communications required. Experience in design and implementation of networked information technology systems.

Functional Responsibility: Responsible for the implementation and configuration of voice and data technologies and its associated software, including PBXs, call management systems, voice mail, interactive voice response, and video conferencing systems. Integrate these systems with enterprise LANs, WANs, wireless LANs, and Internet-based services and protocols. Install, configure, and maintain telecommunications and data communications infrastructure hardware and software. Monitor and identify capacity and performance issues for telecom traffic to ensure continued, uninterrupted operation of telecom systems. Specific duties include, but are not limited to: Develops and supervises proper system design, implementation, testing, validation, documentation, installation, and operation. Resolves problems relating to technical performance and telecommunications system. Supervises and ensures the delivery of analytical and technical services for the support, maintenance and enhancement of all systems developed. Point of contact for analysis of all technical issues, forecasting the levels of technical risk(s) of performance involved when changes, modifications, or the introduction of new enhancements to the systems developed are being considered. Coordinates all follow-up support for the systems and applications developed and provide the capability for the development of systems and applications to support requirements identified.

Minimum Education: Bachelor's degree in computer science, information systems, engineering, business, or a relevant scientific or technical discipline. 7 years of experience can be substituted for the degree requirement. With a Master's degree in a relevant field, 3 years of experience is required.

### **SENIOR TELECOMMUNICATIONS ENGINEER**

Minimum/General Experience: Seven years of experience in all aspects of telecommunications and network equipment. Experience in areas of systems analysis and programming voice and data communications required. Experience in design and implementation of networked information technology systems.

Functional Responsibility: Responsible for the implementation and configuration of voice and data technologies and its associated software, including PBXs, call management systems, voice mail, interactive voice response, and video conferencing systems. Integrate these systems with



enterprise LANs, WANs, wireless LANs, and Internet-based services and protocols. Install, configure, and maintain telecommunications and data communications infrastructure hardware and software. Monitor and identify capacity and performance issues for telecom traffic to ensure continued, uninterrupted operation of telecom systems. Specific duties include, but are not limited to: Develops and supervises proper system design, implementation, testing, validation, documentation, installation, and operation. Resolves problems relating to technical performance and telecommunications system. Supervises and ensures the delivery of analytical and technical services for the support, maintenance and enhancement of all systems developed. Point of contact for analysis of all technical issues, forecasting the levels of technical risk(s) of performance involved when changes, modifications, or the introduction of new enhancements to the systems developed are being considered. Coordinates all follow-up support for the systems and applications developed and provide the capability for the development of systems and applications to support requirements identified.

Minimum Education: Bachelor's degree in computer science, information systems, engineering, business, or a relevant scientific or technical discipline. 11 years of experience can be substituted for the degree requirement. With a Master's degree in a relevant field, 5 years of experience is required.

#### **DATABASE DEVELOPER**

Minimum/General Experience: Five years of experience with in-depth knowledge of host-based systems, client/server systems, relational databases (RDBMS). Must have progressively responsible and specialized DBA experience to include testing, validation, installation, development, migration, capacity issues, data models, replication, and implementation. Demonstrated experience with very large systems that serve thousands of users in environments with disparate platforms. Experience with multiple products and in migrating from legacy to client/server technology is a plus. Documentation of application and other system specifications.

Functional Responsibility: Works with information engineers and system architects in developing solutions by building the technology infrastructure and data architecture for large-scale systems. May assess and cultivate long term strategic goals for database development in conjunction with end users, managers, clients, and other stakeholders. Analyze user requirements and, based on findings, design functional specifications for client/server databases and database applications. Plan and implement capacity and resource expansion to ensure scalability of databases. Utilizes technical expertise in one or more relational databases to design data structures and develop raw models. Assists in developing and distributing reusable database components. Performs database performance tuning and defines and implements referential integrity rules for low to medium complexity databases. Assists in preparing requirements, evaluating products, and selecting DBMS. Participates in hardware, network, and system software selection and implementation.

Minimum Education: Bachelor's degree in a relevant scientific or technical discipline. 9 years of experience can be substituted for the degree requirement. With a Master's degree in a relevant scientific or technical discipline, 3 years of experience is required.



## **DATABASE ADMINISTRATOR**

Minimum/General Experience: Six years experience in all phases of information systems analysis, design, and development, including three years experience in data modeling, logical and physical database design, and/or administration of complex distributed or centralized databases.

Functional Responsibility: Manage and/or develop database projects. Provide highly technical expertise in the use of database management system concepts. Evaluate and recommend available DBMS products and services to support technical requirements. Define file organization, indexing methods, and security procedures for specific user applications.

Minimum Education: Bachelor's degree or equivalent work experience. A Master's degree in a related field may be substituted for two (2) years of required experience.

## **SENIOR DATABASE ADMINISTRATOR**

Minimum/General Experience: Nine years experience in all phases of information systems analysis, design, and development, including five years experience in data modeling, logical and physical database design, and/or administration of complex distributed or centralized databases.

Functional Responsibility: Manage and/or develop database projects. Provide highly technical expertise in the use of database management system concepts. Evaluate and recommend available DBMS products and services to support technical requirements. Define file organization, indexing methods, and security procedures for specific user applications.

Minimum Education: Bachelor's degree or equivalent work experience. A Master's degree in a related field may be substituted for two (2) years of required experience.

## **APPLICATIONS ANALYST**

Minimum/General Experience: Four years of experience in application design, development, testing and implementation of projects. Must possess the ability to define, develop, test, analyze, and maintain new software applications in support of the achievement of business requirements. This includes writing, coding, testing, and/or analyzing software programs and applications. Must have knowledge of the importance of structured requirements analysis, modeling, coding, testing and deployment. Must possess analytical, problem solving, and communication skills.

Functional Responsibility: Collaborate with developers, programmers, and designers in conceptualizing and development of new software programs and applications. Analyze and assess existing business systems and procedures. Assist in the definition, development, and documentation of software's business requirements, objectives, deliverables, and specifications on a project-by-project basis in collaboration with internal users and departments. Responsible for developing and maintaining numerous forms of applications comprised of various languages, protocols and interfaces essentially for the purpose of data dissemination. Performs complex software development, design, and code to meet product specifications and development schedules. Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and documenting programs. Designs, modifies, develops, writes and implements



software programming applications. Supports and/or installs software applications. Ensures the testing, validation, optimization, installation, and operation of applications. Measures software performance and resolves resulting technical performance and quality problems with applications. Develops and maintains software documentation. Designs and develops schemas. Ability to communicate with development team and management orally and in writing. Provide recommendation on software development related matters.

Minimum Education: Bachelor's degree in a relevant scientific or technical discipline. 8 years of specialized experience can be substituted for the degree requirement. With a Master's degree in a relevant field, 2 years of experience is required.

### **SENIOR APPLICATIONS ANALYST**

Minimum/General Experience: Six years of experience in application design, development, testing and implementation of projects. Must possess the ability to define, develop, test, analyze, and maintain new software applications in support of the achievement of business requirements. This includes writing, coding, testing, and/or analyzing software programs and applications. Must have knowledge of the importance of structured requirements analysis, modeling, coding, testing and deployment. Must possess analytical, problem solving, and communication skills.

Functional Responsibility: Collaborate with developers, programmers, and designers in conceptualizing and development of new software programs and applications. Analyze and assess existing business systems and procedures. Assist in the definition, development, and documentation of software's business requirements, objectives, deliverables, and specifications on a project-by-project basis in collaboration with internal users and departments. Responsible for developing and maintaining numerous forms of applications comprised of various languages, protocols and interfaces essentially for the purpose of data dissemination. Performs complex software development, design, and code to meet product specifications and development schedules. Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and documenting programs. Designs, modifies, develops, writes and implements software programming applications. Supports and/or installs software applications. Ensures the testing, validation, optimization, installation, and operation of applications. Measures software performance and resolves resulting technical performance and quality problems with applications. Develops and maintains software documentation. Designs and develops schemas. Ability to communicate with development team and management orally and in writing. Provide recommendation on software development related matters.

Minimum Education: Bachelor's degree in a relevant scientific or technical discipline. 8 years of specialized experience can be substituted for the degree requirement. With a Master's degree in a relevant field, 2 years of experience is required.



## **WEBMASTER**

Minimum/General Experience: Two years of web related experience. Must have experience monitoring enterprise web sites for performance, standards compliance, broken links and errant processes using automated monitoring tools. Must have experience in monitoring web site activity for malicious activities and implementing security solutions to minimize their impact on resources and to prevent their compromise. Understanding of a variety of Web development languages is required.

Functional Responsibility: Responsible for the testing, validation, installation, and operation of applications. Coordinate the planning, maintenance, and accessibility of Web site content in a way that ensures the consistency of the Web site's look and feel. Provide on-going maintenance, support and updates to web applications and web sites. Conduct periodic reviews and analysis of web sites to ensure a consistent look and feel across the Web site by promoting uniform fonts, formatting, icons, images, and layout, and creating appropriate templates to assist content authors. Maintain and update website documentation. Analyze system failures and take corrective action. Provide weekly reports on departmental and project progress. Ensure sensitive and/or classified organizational information is not inadvertently posted to the Web site. Develop, implement, and adhere to a regular Web site maintenance policies and procedures, including end user content change request forms and posted update/maintenance schedules, to ensure site accuracy and timeliness. Monitor, analyze, and report on Web site traffic. Track and evaluate new standards, technologies and trends in Web site development, design, and delivery.

Minimum Education: Bachelor's degree in a relevant scientific or technical discipline. 6 years of experience can be substituted for the degree requirement.

## **GIS TECHNICIAN I**

Minimum/General Experience: Three years of experience as a database administrator or surveying and mapping technician. Must possess the ability to help design and coordinate the development of integrated geographical information system databases of spatial and non-spatial data. Must be able to decide effective presentation of information and create digital maps and graphs using GIS software and related equipment.

Functional Responsibility: Study aerial photographs and satellite images. Study ground surveys and reports to get information. Build and update digital databases. Plan the layout and content of maps. Make detailed drawings, often using a computer-aided design package. Alter the drawings where necessary. Make computer models of land areas. May oversee the production of the map. May provide quality assurance on the film work to be used to print the map.

Minimum Education: Associate degree and three years experience as a database administrator.

## **GIS TECHNICIAN II**

Minimum/General Experience: Five years of experience as a database administrator or surveying and mapping technician. Must possess the ability to help design and coordinate the



development of integrated geographical information system databases of spatial and non-spatial data. Must be able to decide effective presentation of information and create digital maps and graphs using GIS software and related equipment.

Functional Responsibility: Study aerial photographs and satellite images. Study ground surveys and reports to get information. Build and update digital databases. Plan the layout and content of maps. Make detailed drawings, often using a computer-aided design package. Alter the drawings where necessary. Make computer models of land areas. May oversee the production of the map. May provide quality assurance on the film work to be used to print the map. Capable of supervising other GIS technicians.

Minimum Education: Bachelors degree and five years experience as a database administrator.

### **GIS APPLICATIONS ANALYST I**

Minimum/General Experience: Five years experience and knowledge of overall GIS systems software methods for integrating and optimizing components. Knowledge of GIS data & application development concepts & techniques sufficient in applying computer assisted software-engineering tools to the design and development process. Knowledge of the current, state-of-the art GIS system software technology, and related computer equipment sufficient to design, evaluate code, test and debug large and complex programs.

Functional Responsibility: Responsible for creating, modifying, and maintaining Geospatial Information System (GIS) data layers, creating GIS applications and serving as the technical expert for GIS development. Develop, acquire and analyze GIS data to generate maps and metadata files. Conduct periodic reviews for quality control to assure improved quality, efficiency and consistency through the use of GIS applications. Provides GIS technical support and advice. Conducts training, presentations and briefings to provide information regarding Geospatial software and applications of Geo-spatial technology.

Minimum Education: Bachelors degree and seven years experience.

### **GIS APPLICATIONS ANALYST II**

Minimum/General Experience: Seven years experience and knowledge of overall GIS systems software methods for integrating and optimizing components. Knowledge of GIS data & application development concepts & techniques sufficient in applying computer assisted software-engineering tools to the design and development process. Knowledge of the current, state-of-the art GIS system software technology, and related computer equipment sufficient to design, evaluate code, test and debug large and complex programs.

Functional Responsibility: Responsible for creating, modifying, and maintaining Geospatial Information System (GIS) data layers, creating GIS applications and serving as the technical expert for GIS development. Develop, acquire and analyze GIS data to generate maps and metadata files. Conduct periodic reviews for quality control to assure improved quality, efficiency and consistency through the use of GIS applications. Provides GIS technical support



and advice. Conducts training, presentations and briefings to provide information regarding Geospatial software and applications of Geo-spatial technology.

Minimum Education: Bachelors degree and seven years experience.

### **PROGRAMMER I**

Minimum/General Experience: Two years of experience in application design, development, testing and implementation of projects. Must possess the ability to define, develop, test, analyze, and maintain new software applications in support of the achievement of business requirements. This includes writing, coding, testing, and/or analyzing software programs and applications. Must have knowledge of the importance of structured requirements analysis, modeling, coding, testing and deployment. Must possess analytical, problem solving, and communication skills.

Functional Responsibility: Collaborate with developers, programmers, and designers in conceptualizing and development of new software programs and applications. Analyze and assess existing business systems and procedures. Assist in the definition, development, and documentation of software's business requirements, objectives, deliverables, and specifications on a project-by-project basis in collaboration with internal users and departments. Responsible for developing and maintaining numerous forms of applications comprised of various languages, protocols and interfaces essentially for the purpose of data dissemination. Performs moderate software development, design, and code to meet product specifications and development schedules. Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and documenting programs. Designs, modifies, develops, writes and implements software programming applications. Supports and/or installs software applications. Ensures the testing, validation, optimization, installation, and operation of applications. Measures software performance and resolves resulting technical performance and quality problems with applications. Develops and maintains software documentation. Designs and develops schemas. Ability to communicate with development team and management orally and in writing. Provide recommendation on software development related matters.

Minimum Education: Bachelor's degree in a relevant scientific or technical discipline. 6 years of relevant experience.

### **PROGRAMMER II**

Minimum/General Experience: Four years of experience in application design, development, testing and implementation of projects. Must possess the ability to define, develop, test, analyze, and maintain new software applications in support of the achievement of business requirements. This includes writing, coding, testing, and/or analyzing software programs and applications. Must have knowledge of the importance of structured requirements analysis, modeling, coding, testing and deployment. Must possess analytical, problem solving, and communication skills.

Functional Responsibility: Collaborate with developers, programmers, and designers in conceptualizing and development of new software programs and applications. Analyze and



General Services Administration (GSA) Federal Supply Service (FSS) Schedule  
for  
Information Technology Schedule 70 (IT 70)  
GS-35F-0348V

---

assess existing business systems and procedures. Assist in the definition, development, and documentation of software's business requirements, objectives, deliverables, and specifications on a project-by-project basis in collaboration with internal users and departments. Responsible for developing and maintaining numerous forms of applications comprised of various languages, protocols and interfaces essentially for the purpose of data dissemination. Performs moderate software development, design, and code to meet product specifications and development schedules. Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and documenting programs. Designs, modifies, develops, writes and implements software programming applications. Supports and/or installs software applications. Ensures the testing, validation, optimization, installation, and operation of applications. Measures software performance and resolves resulting technical performance and quality problems with applications. Develops and maintains software documentation. Designs and develops schemas. Ability to communicate with development team and management orally and in writing. Provide recommendation on software development related matters.

**Minimum Education:** Bachelor's degree in a relevant scientific or technical discipline. 6 years of relevant experience.

### **PROGRAMMER III**

**Minimum/General Experience:** Seven years of experience in application design, development, testing and implementation of projects. Must possess the ability to define, develop, test, analyze, and maintain new software applications in support of the achievement of business requirements. This includes writing, coding, testing, and/or analyzing software programs and applications. Must have knowledge of the importance of structured requirements analysis, modeling, coding, testing and deployment. Must possess analytical, problem solving, and communication skills.

**Functional Responsibility:** Collaborate with developers, programmers, and designers in conceptualizing and development of new software programs and applications. Analyze and assess existing business systems and procedures. Assist in the definition, development, and documentation of software's business requirements, objectives, deliverables, and specifications on a project-by-project basis in collaboration with internal users and departments. Responsible for developing and maintaining numerous forms of applications comprised of various languages, protocols and interfaces essentially for the purpose of data dissemination. Performs moderate software development, design, and code to meet product specifications and development schedules. Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and documenting programs. Designs, modifies, develops, writes and implements software programming applications. Supports and/or installs software applications. Ensures the testing, validation, optimization, installation, and operation of applications. Measures software performance and resolves resulting technical performance and quality problems with applications. Develops and maintains software documentation. Designs and develops schemas. Ability to communicate with development team and management orally and in writing. Provide recommendation on software development related matters.

**Minimum Education:** Bachelor's degree in a relevant scientific or technical discipline. 6 years of relevant experience.



## **ADMINISTRATIVE ASSISTANT I**

Minimum/General Experience: Three years of experience providing general administrative support. Work experience may include logistics, finance/budget, procurement, IT or contract program office support. Basic knowledge of computer systems required to use judgment and initiative in problem solving in the IT environment. May provide desktop publishing and graphics support. May oversee and train other administrative personnel. Must have sufficient computer skills and proficiency in various administrative software applications.

Functional Responsibility: Types memorandums, letters, messages, and other related correspondence and documents. Ensures prepared correspondence, completed forms or data in electronic files are neat, conform to appropriate formats and styles, and are grammatically accurate. Creates charts, view graphs, tables, spreadsheets and other briefing materials. Maintain office calendar and coordinate department travel.

Minimum Education: High school diploma or GED equivalent. With a Bachelor's degree in any field, 1 year of experience is required.

## **ADMINISTRATIVE ASSISTANT II**

Minimum/General Experience: Five years of experience providing general administrative support. Work experience may include logistics, finance/budget, procurement, IT or contract program office support. Basic knowledge of computer systems required to use judgment and initiative in problem solving in the IT environment. May provide desktop publishing and graphics support. May oversee and train other administrative personnel. Must have sufficient computer skills and proficiency in various administrative software applications.

Functional Responsibility: Types memorandums, letters, messages, and other related correspondence and documents. Ensures prepared correspondence, completed forms or data in electronic files are neat, conform to appropriate formats and styles, and are grammatically accurate. Creates charts, view graphs, tables, spreadsheets and other briefing materials. Maintain office calendar and coordinate department travel.

Minimum Education: High school diploma or GED equivalent. With a Bachelor's degree in any field, 1 year of experience is required.

## **SENIOR ADMINISTRATIVE ASSISTANT**

Minimum/General Experience: Provides administrative-type support to technical and management-level personnel. This includes, but is not limited to, documentation planning and support, project administration, general office support, executive secretarial support, human resource planning, event planning and administration, office relocation planning, etc.

### Functional Responsibility

1. Specializes in coordinating and planning office administration and support.



General Services Administration (GSA) Federal Supply Service (FSS) Schedule  
for  
Information Technology Schedule 70 (IT 70)  
GS-35F-0348V

---

2. Understands and provides documentation planning and support, project administration, general office support, executive secretarial support, human resource planning, event planning and administration, office relocation planning, etc. required in changing office environments.
3. May perform other duties as assigned.

Minimum Education: Associate Degree and/or work toward a Bachelor's degree

**Substitution Guidelines**

Applicable to all categories: 2 years of experience may be substituted for 1 year of College.



General Services Administration (GSA) Federal Supply Service (FSS) Schedule  
for  
Information Technology Schedule 70 (IT 70)  
GS-35F-0348V

---

## Labor Rates

### PbSi GSA IT 70 PRICE SCHEDULE

	FY 2008	FY2009	FY 2010	FY 2011	FY 2012
IT Program Manager I	\$74.56	\$76.79	\$79.10	\$81.47	\$83.91
IT Program Manager II	\$98.74	\$101.70	\$104.75	\$107.89	\$111.13
IT Program Manager III	\$120.90	\$124.53	\$128.26	\$132.11	\$136.07
IT Project Manager I	\$63.47	\$65.38	\$67.34	\$69.36	\$71.44
IT Project Manager II	\$74.56	\$76.79	\$79.10	\$81.47	\$83.91
IT Project Manager III	\$90.68	\$93.40	\$96.20	\$99.08	\$102.06
Software Engineer	\$65.49	\$67.45	\$69.48	\$71.56	\$73.71
Senior Software Engineer	\$90.68	\$93.40	\$96.20	\$99.08	\$102.06
Telecommunications Engineer	\$66.50	\$68.49	\$70.54	\$72.66	\$74.84
Senior Telecommunications Engineer	\$74.56	\$76.79	\$79.10	\$81.47	\$83.91
Database Developer	\$60.45	\$62.26	\$64.13	\$66.06	\$68.04
Database Administrator	\$69.52	\$71.60	\$73.75	\$75.96	\$78.24
Senior Database Admin	\$80.60	\$83.02	\$85.51	\$88.07	\$90.72
Applications Analyst	\$58.44	\$60.19	\$61.99	\$63.85	\$65.77
Senior Applications Analyst	\$74.56	\$76.79	\$79.10	\$81.47	\$83.91
Webmaster	\$70.53	\$72.64	\$74.82	\$77.06	\$79.38
GIS Technician I	\$33.25	\$34.24	\$35.27	\$36.33	\$37.42
GIS Technician II	\$41.31	\$42.55	\$43.82	\$45.14	\$46.49
GIS Applications Analyst I	\$57.43	\$59.15	\$60.92	\$62.75	\$64.64
GIS Applications Analyst II	\$64.48	\$66.41	\$68.41	\$70.46	\$72.57
Programmer I	\$58.44	\$60.19	\$61.99	\$63.85	\$65.77
Programmer II	\$67.50	\$69.53	\$71.61	\$73.76	\$75.97
Programmer III	\$74.56	\$76.79	\$79.10	\$81.47	\$83.91
Training Developer	\$68.51	\$70.57	\$72.68	\$74.86	\$77.11
Admin Asst I	\$34.26	\$35.28	\$36.34	\$37.43	\$38.55
Administrative Asst II	\$40.30	\$41.51	\$42.75	\$44.04	\$45.36
Senior Administrative Assistant	\$47.35	\$48.77	\$50.24	\$51.74	\$53.30