



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

**Special Item No. 132-51 – Information Technology Professional Services
Special Item No. 132-46 – Health Information Technology Services**

SIN 132-51 – INFORMATION TECHNOLOGY PROFESSIONAL SERVICES

FPDS Code D301 – IT Facility Operation and Maintenance
FPDS Code D302 – IT Systems Development Services
FPDS Code D306 – IT Systems Analysis Services
FPDS Code D307 - Automated Information Systems Design & Integration Services
FPDS Code D308 – Programming Services
FPDS Class D311 – IT Data Conversion Services
FPDS Code D316 – IT Network Management Services
FPDS Code D399 - Other Information Technology Services, Not Elsewhere Classified

SIN 132-56 – HEALTH INFORMATION TECHNOLOGY SERVICES

FPDS Code D301 – IT Facility Operation and Maintenance
FPDS Code D302 – IT Systems Development Services
FPDS Code D306 – IT Systems Analysis Services
FPDS Code D307 - Automated Information Systems Design & Integration Services
FPDS Code D308 – Programming Services
FPDS Class D311 – IT Data Conversion Services
FPDS Code D316 – IT Network Management Services
FPDS Code D399 - Other Information Technology Services, Not Elsewhere Classified

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

Note 2: Offerors and Agencies are advised that the Group 70 – information Technology Schedule is not To be used as a means to procure services which properly fall under the Brooks Act. These services include, but are not limited to, architectural, engineering, mapping, cartographic production, remote sensing, geographic information systems, and related services. FAR 36.6 distinguishes between mapping services of an A/E nature and mapping services 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 on their authorized agents.



Vistronix, LLC
11091 Sunset Hills Road, Suite 700
Reston, VA 20190
Phone: (703) 463-2059; (800) 483-2434
Fax: (703) 483-2500
Internet Address www.Vistronix.com

Contract # GS-35F-343DA

Period Covered by Contract: June 3, 2016 – June 2, 2021

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 Supply Service's Home Page via the Internet at <http://www.fss.gsa.gov/>

GSA Price List

GSA Schedule
Contract No.
GS-35F-343DA

Item Nos. 132-51,
Information Technology
Professional Services & 132-56, Health
Information Technology Services

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| INFORMATION FOR ORDERING ACTIVITIES APPLICABLE TO ALL SPECIAL ITEM NUMBERS (SINs) |
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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.

- 1a. Table of awarded the special item number with appropriate cross-reference to item descriptions and awarded price.
*Special Item No.132-51 Information Technology Professional Services
Special Item No. 132-56 Health Information Technology Services*
- 1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.
See Price Sheet
- 1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item.
Skill category descriptions begin on page 11.
2. Maximum order. \$500,000
3. Minimum order. \$100
4. Geographic coverage (delivery area). *Domestic only*
5. Point(s) of production (city, county, and State or foreign country).

Same as company address.

6. Discount from list prices or statement of net price. *Government prices are net.*
7. Quantity discounts. *None*
8. Prompt payment terms. *None*
- 9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold.
- 9b. Notification that Government purchase cards are accepted above the micro-purchase threshold.
10. Foreign items (list items by country of origin). *None*
- 11a. Time of delivery. (Contractor inserts number of days.)
As negotiated on the task order level.
- 11b. Expedited Delivery. The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price lists that have expedited delivery.
As negotiated on the task order level
- 11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery.
As negotiated on the task order level
- 11d. Urgent Requirements. The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery.
As negotiated on the task order level
12. F.O.B. point(s). *Destination*
- 13a. Ordering address(es). Vistronix, LLC
11091 Sunset Hills Road, Suite 700
Reston, VA 20190
Attention: Jodie Szymanski
See Page 36 for additional ordering locations..
- 13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3. For supplies and services, the ordering procedures, and information on

Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. Payment address: Vistronix, LLC
11091 Sunset Hills Road, Suite 700
Reston, VA 20190
Attention: Accounts Receivable
15. Warranty provision. *Not Applicable*
16. Export packing charges, if applicable. *Not Applicable*
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level). *None*
18. Terms and conditions of rental, maintenance, and repair (if applicable). *Not Applicable*
19. Terms and conditions of installation (if applicable). *Not Applicable*
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). *Not Applicable*
- 20a. Terms and conditions for any other services (if applicable). *Not Applicable*
21. List of service and distribution points (if applicable). *Not Applicable*
22. List of participating dealers (if applicable). *See Page 44*
23. Preventive maintenance (if applicable). *Not Applicable*
- 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). *Not Applicable*
- 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: www.Section508.gov/.
25. Data Universal Number System (DUNS) number. *786520767*
26. Notification regarding registration in SAM.gov (formerly the Central Contractor Registration) database. *CAGE Code: IXCP0*

**VISTRONIX GSA SCHEDULE
INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES**

Software Engineering Services

- Systems Analysis and Design (FPDS Class D307)
- Programming (FPDS Class D308-1)
 - *Design, Development, Maintenance, IV&V, Internet*
- Database Planning and Design (FPDS Class D302)
 - *Administration and Support*
 - *Data Warehousing/Mining*
 - *Oracle Systems*
- Conversion and Implementation Support (FPDS Class D311)
 - *Legacy Systems Reengineering*
 - *Technology Migration*
- Software Product Expertise
 - Documentum
 - Document Management System
 - Business Process Manager
 - Forms Builder
 - Content Storage Services
 - Kofax
 - Ascent Capture
 - VRS
 - Adrenaline
 - Microsoft
 - Advanced Infrastructure Solutions
 - Information Worker Productivity Solutions
 - Security Solutions
 - Networking Infrastructure Solutions
 - ORACLE
 - Database Technologies
 - Portal Technologies
 - Application Server Technologies
 - Web/ Application Development
 - .NET, ASP, XML, HTML, VB, C++, C#,
 - Rational
 - Java, JSP

IT Support Services

- Network & Project Management (FPDS D316 and FPDS D399)
- Mainframe support Services, AS400
- UNIX Support Services
- LAN/WAN Design/Support Services – Microsoft, Novell, and UNIX Environments
- Complete Help Desk and Call Center Support Services
- Technical Training Services
- Security Design and Support Services

Management Services

- Data/Records Management (FPDS Class D317)
 - *Application Processing*
 - *Grants Management*
 - *Scanning/Microfilming Support*
 - *Document Management Support*
 - *Graphics Services*
 - *Mail Room Operations*
 - *Data Entry*
 - *Litigation Support*
 - *Administrative/Clerical Support*

**TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT)
PROFESSIONAL SERVICES (SIN) 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.

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

IT Administrative Support I

Performs a variety of administrative duties for a program manager or IT specialists, such as typing reports and deliverables, maintaining computer-based files, and performing other administrative tasks relating to information technology. Performs special projects of a moderate to skilled nature. Must be familiar with the use of a personal computer and related commercial IT products and have good typing skills. Requires supervision.

Education and Experience Requirements: High School Diploma/GED and 0-6 months experience or equivalent experience.

IT Administrative Support II

Performs a variety of administrative duties for a program manager or IT specialists, such as typing reports and deliverables, maintaining computer-based files, and performing other administrative tasks relating to information technology. Performs special projects of a moderate to skilled nature. Must be proficient in the use of a personal computer and related commercial IT products and have good typing skills. Requires supervision.

Education and Experience Requirements: High School Diploma/GED and 2-4 years related experience or equivalent experience.

IT Administrative Support III

Performs a variety of administrative duties for a program director or IT specialists, such as typing reports and deliverables, maintaining computer-based file, and performing other administrative tasks relating to information technology. Performs special projects of a moderate to highly skilled nature. Must be proficient in the use of a personal computer and related commercial IT products and have excellent typing skills. Requires very little supervision.

Education and Experience Requirements: High School Diploma/GED and 4-6 years related experience or equivalent experience.

IT Administrative Support IV

Performs a variety of administrative duties for a program director or manager or IT manager, such as typing reports and deliverables, maintaining computer-based file, and performing other administrative tasks relating to information technology. Performs special projects of a moderate to highly skilled nature. Must be proficient in the use of a personal computer and related commercial IT products and have excellent typing skills. Requires very little supervision.

Education and Experience Requirements: High School Diploma/GED and 6-8 years related experience or equivalent experience.

IT Technician

Performs a variety of administrative functions in support of information technology oriented activities. Supports a task leader, project manager or IT specialist. Must be proficient in the use and application of related software applications and personal computers/computer hardware. Must have good communication and typing skills.

Education and Experience Requirements: High School Diploma/GED and 0-6 months experience or equivalent experience.

Communications Engineer II

Serves as systems specialist on intermediate to complex telecommunications switch and premise equipment for vendors and users. Makes field inspection trips to existing or newly installed telecommunications equipment and facilities to trace out problems, verify work of vendors or maintenance personnel of electronic telecommunications equipment and systems. Collects data concerning the operating environment, capacity and efficiency of installed equipment. Monitors the performance of operating telecommunication facilities to isolate, correct and improve operational efficiency through additions or reconfiguration of hardware or circuits. Records service calls, maintenance activities, equipment inventory, and trouble reports. Evaluates vendor responses and equipment reliability.

Education and Experience Requirements: Bachelor's Degree and 2-4 years experience with 1 year of professional technical and/or programmatic experience in a telecommunications system or equivalent experience.

Communications Engineer III

Applies theory of telephony and its related functionality in all areas of telecommunications hardware in order to analyze, design, implement, manage and plan telecommunications networks, switching centers, microwave transmission facilities, radio transmission facilities and other emerging industry related technologies. Studies and researches new technical developments and corresponding application of the technologies. Evaluates or participates in technical and analytical studies of routine and complex telecommunications systems. Works independently as a specialist in a particular discipline or field of telecommunications providing advice and guidance to other analysts and senior officials. Monitors and analyzes network operation and performance using established test procedures, documents and evaluates network problems and/or malfunctions, diagnoses sources of problems, implements corrective action with appropriate agency, prioritize problems and monitors repair actions. Participates in feasibility studies, ensuring that impacts on user agencies are well understood and known; provides input to long-range planning effort. Monitors contract performance during installation and ongoing operation of new systems; takes responsibility for schedules and budgets during implementation of systems.

Education and Experience Requirements: Bachelor's Degree and 4-6 years experience with 3 years of professional technical and/or programmatic experience in a telecommunications system or equivalent experience.

Communications Engineer IV

Acts as a task leader or supervisor. Serves as resident expert in matters of telecommunications. Supervises the evaluation and installation of software packages to enhance operational capacity of CBX systems. Applies theory of telephony and its related functionality in all areas of telecommunications hardware in order to analyze, design, implement, manage and plan telecommunications networks, switching centers, microwave transmission facilities, radio transmission facilities and other emerging industry related

technologies. Studies and researches new technical developments and corresponding application of the technologies. Evaluates or participates in technical and analytical studies of routine and complex telecommunications systems. Works independently as a specialist in a particular discipline or field of telecommunications providing advice and guidance to other analysts and senior officials. Monitors and analyzes network operation and performance using established test procedures, documents and evaluates network problems and/or malfunctions, diagnoses sources of problems, implements corrective action with appropriate agency, prioritize problems and monitors repair actions. Participates in feasibility studies, ensuring that impacts on user agencies are well understood and known; provides input to long-range planning effort. Monitors contract performance during installation and ongoing operation of new systems; takes responsibility for schedules and budgets during implementation of systems. May support multiple tasks.

Education and Experience Requirements: Bachelor's Degree and 6-8 years experience with 4 years of professional technical and/or programmatic experience in a telecommunications system and 3 years management experience or equivalent experience (if in supervisory position).

Computer Operator I

Performs minor and routine computer operation tasks, monitors and manipulates console. Operates peripheral equipment. Maintains routine records and may maintain tape library. Requires regular supervision.

Education and Experience Requirements: High School Diploma/GED and 6 months related experience or equivalent experience.

Computer Operator II

Performs mid to complex computer operation tasks, such as determining equipment setup, scheduling jobs, executing non-routine jobs and observing console. Manipulates controls to rearrange program steps and provides other adjustments. Supports efforts in training lower level operators in operations procedures. Requires minimal supervision.

Education and Experience Requirements: High School Diploma/GED and 2-3 related year's experience or equivalent experience.

Computer Operator III

Performs more complex computer operation tasks, such as determining equipment setup, scheduling jobs, executing non-routine jobs and observing console. Manipulates controls to rearrange program steps and provides other adjustments. Resolves operational problems. Leads efforts in training lower level operators in operations procedures. Require no or very little supervision.

Education and Experience Requirements: High School Diploma/GED and 4-5 years related experience or equivalent experience.

Database Administrator I

Maintains data files and control procedures for a simple system of networked microcomputers or for a single group of microcomputers linked to a host workstation, minicomputer or mainframe. Assigns passwords and monitors use of resources. Backs up files as required. May produce simple periodic business reports; generate output such as labels, letters, and forms. Requires supervision.

Education and Experience Requirements: Associate's Degree or equivalent and 0-2 years related experience or equivalent experience.

Database Administrator II

Maintains data files and control procedures for a simple to mid level system of networked microcomputers or for a single group of microcomputers linked to a host workstation, minicomputer or mainframe. Responsible for system security and data integrity. Assigns passwords and monitors use of resources. Backs up files as required. May produce simple periodic business reports, generate output such as labels, letters, and forms. Responds to frequent management requests for information. May require knowledge of database languages that support major business applications. Although the incumbent may be a resident expert for applications running on a department-wide LAN or for the entire computer system in a smaller enterprise, complex hardware and software applications are typically maintained by other professional staff or by vendors. Requires very little supervision.

Education and Experience Requirements: Bachelor's Degree or equivalent and 2+ years related experience or equivalent experience.

Database Administrator III

Maintains data files and control procedures for mid to complex system of networked microcomputers or for a single group of microcomputers linked to a host workstation, minicomputer or mainframe. Responsible for system security and data integrity. Assigns passwords and monitors use of resources. Backs up files as required. May produce complex periodic business reports, generate output such as labels, letters, and forms. Responds to frequent management requests for information. May require extensive knowledge of database languages that support major business applications. Although the incumbent may be a resident expert for applications running on a department-wide LAN or for the entire computer system in a smaller enterprise, complex hardware and software applications may be maintained by other professional staff or by vendors. Sometimes is the Task Leader or supervisor of junior and/or entry-level database administrators.

Education and Experience Requirements: Bachelor's Degree or equivalent and 5+ years related experience or equivalent experience.

Help Desk Technician I

Receives telephone calls and/or e-mails from users having specific needs. Discusses symptoms with users to determine the source of a specific problem or error and recommends a solution. Supports the resolution of user software and hardware problems. Discusses issues with higher level Help Desk Specialist and/or programmers to explain problems. General knowledge of software and working knowledge of hardware and hardware configurations is required.

Education and Experience Requirements: High School Diploma and training certification from an accredited training institution. 0-6 months experience or equivalent experience.

Help Desk Technician II

Receives telephone calls and/or e-mails from users having specific needs. Discusses symptoms with users to determine the source of a specific problem or error and recommends a solution. Supports the resolution of user software and hardware problems. Discusses issues with higher level Help Desk Specialist and/or programmers to explain problems or to recommend solution(s) to problems. Knowledge of software and working knowledge of hardware and hardware configurations is required.

Education and Experience Requirements: High School Diploma and training certification from an accredited training institution. 1-3 years experience with 1 year of Help Desk experience or equivalent experience.

Help Desk Technician III

Resolves user software and hardware problems. Receives telephone calls and/or e-mails from users having specific needs. Supports the development of procedures for the Help Desk function. Discusses symptoms with users to determine the source of a specific problem or error and recommends a solution. Discusses issues with programmers to explain problems or to recommend solution(s) to problems. Knowledge of software and working knowledge of hardware and hardware configurations is required.

Education and Experience Requirements: Associate's Degree in Computer Science or related field or equivalent. 1-3 years experience with 1 year of Help Desk experience or equivalent experience.

Network Engineer I

Monitors and responds to complex hardware, software and network problems utilizing a variety of hardware and software testing tools and techniques. Provides primary interface with vendor support service groups or provides internal analysis and support to ensure appropriate notification during outages or periods of degraded system performance. Provides LAN server support. Requires extensive knowledge of PC/LAN communications hardware and software in multi-protocol environment, and network management software. May function as task lead providing guidance and training for less experienced technicians.

Education and Experience Requirements: Bachelor's Degree in Engineering, Computer Science, Information Systems or applicable technical training certificate from an accredited training institute. 6 months to 1 year of experience in computer systems/network engineering or equivalent experience.

Network Engineer II

Monitors and responds to complex hardware, software and network problems utilizing a variety of hardware and software testing tools and techniques. Provides primary interface with vendor support service groups or provides internal analysis and support to ensure appropriate notification during outages or periods of degraded system performance. Provides LAN server support. Requires extensive knowledge of PC/LAN communications hardware and software in multi-protocol environment, and network management software. Provides training for less experienced technicians. In support of microcomputer applications, analyzes requirements; in required media; provides program support; tests, debugs and writes documentation as required. May have responsibilities as task leader and for providing customer assistance support in setting up microcomputers and/or installing software packages.

Education and Experience Requirements: Bachelor's Degree in Engineering, Computer Science, Information Systems or applicable technical training certificate from an accredited training institute. 1-2 years of progressive experience in computer systems/network engineering and 1 year of specialized experience or equivalent experience.

IT Program Manager I

This function serves as the counterpart to the client program/technical manager for a program. Manages information technology program/technical support operations involving multiple tasks/projects and personnel at diverse locations. Organizes, directs and coordinates planning and execution of all program/technical support activities. Shall have demonstrated information technology expertise and communication skills to be able to interface with all levels of management. Assigns duties and reviews work of subordinates. Establishes and alters (as necessary) management structure within the program to

effectively direct program/technical support activities. Meets and confers with client management officials regarding the status of specific Contractor program/technical activities and progress. Resolves problems, issues or conflicts as required. Ensures that program schedule, performance, and deliverables are met.

Education and Experience Requirements: Bachelor's Degree in Business Administration, Information Technology or related field or equivalent, a minimum of 4-6 years intensive and progressive experience in management of large programs. Three (3) years experience supervising, three (3) years managing IT projects of at least 10 personnel.

IT Program Manager II

This function serves as the counterpart to the client program/technical manager for intermediate to complex programs. Manages information technology program/technical support operations involving multiple tasks/projects and personnel at diverse locations. Organizes, directs and coordinates planning and execution of all program/technical support activities. Shall have demonstrated information technology expertise and communication skills to be able to interface with all levels of management. Assigns duties and reviews work of subordinates. Establishes and alters (as necessary) management structure within the program to effectively direct program/technical support activities. Meets and confers with client management officials regarding the status of specific Contractor program/technical activities and progress. Resolves problems, issues or conflicts as required. Ensures that program schedule, performance, and deliverables are met.

Education and Experience Requirements: Bachelor's Degree in Business Administration, Information Technology, or related field, a minimum of 6-8 years intensive and progressive experience in management of large programs. Five (5) years experience supervising, five (5) years managing IT projects of at least 10 personnel or equivalent experience.

IT Program Manager III

This function serves as the counterpart to the client program/technical manager for a complex program. Manages program/technical support operations involving multiple tasks/projects and personnel at diverse locations. Organizes, directs and coordinates planning and execution of all program/technical support activities. Shall have demonstrated information technology expertise and communication skills to be able to interface with all levels of management. Assigns duties and reviews work of subordinates. Establishes and alters (as necessary) management structure within the program to effectively direct program/technical support activities. Meets and confers with client management officials regarding the status of specific Contractor program/technical activities and progress. Resolves problems, issues or conflicts as required. Ensures that program schedule, performance, and deliverables are met.

Education and Experience Requirements: Bachelor's Degree in Business Administration, Information Technology or related field, a minimum of 8-10 years intensive and progressive experience in management of large programs. Eight (8) years experience supervising, eight (8) years managing IT projects of at least 15 personnel or equivalent experience.

Programmer Analyst II

Interprets, implements, and maintains operating systems and subsystems from specifications prepared by vendors and engineers. May fine-tune applications to maximize throughput on various computing platforms and equipment configurations. Support efforts for integrating equipment and systems from multiple vendors into the overall organizational configuration to maximize data communications and resource sharing. Supports design, code, installation, and maintenance of appropriate systems software program. Identifies, evaluates, tailors, and directs the implementation of vendor-supplied software

packages. Performs simplistic systems re-generations where applicable to reflect changes in peripheral configuration; ensures the maintenance of adequate software systems documentation; prepares alterations to management the purchase or lease of systems software personnel in the resolution of complex systems-related problems.

Education and Experience Requirements: A Bachelor's Degree in a related field or equivalent experience and 1-3 years of related work experience or equivalent experience.

Programmer Analyst III

Interprets, implements, and maintains complex operating systems and subsystems from specifications prepared by vendors and engineers. Directs or fine-tunes applications to maximize throughput on various computing platforms and equipment configurations. Responsible for integrating equipment and systems from multiple vendors into the overall organizational configuration to maximize data communications and resource sharing. Designs, codes, installs, and maintains appropriate systems software program; identifies, evaluates, tailors, and directs the implementation of vendor-supplied software packages. Performs special systems re-generations where applicable to reflect changes in peripheral configuration; ensures the maintenance of adequate software systems documentation; recommends to management the purchase or lease of systems software personnel in the resolution of complex systems-related problems.

Education and Experience Requirements: A Bachelor's Degree in a related field or equivalent experience and 3-5 years of related work experience or equivalent experience.

Programmer II

Duties include writing non-complex code using languages such as COBOL and Prolog. May support the efforts to update, repair, modify and expand existing programs. May perform programming activities using computer-aided software engineering (CASE) tools. Test programs to ensure the instructions are correct and it produces the desired information or function. Performs debugging activities. This function may work in a mainframe environment and may support the preparation of instructions for a computer operator.

Education and Experience Requirements: An Associate's Degree in Computer Sciences or a related field or equivalent experience and 1-2 year of related work experience.

Programmer III

Duties include writing complex code using languages such as COBOL, Prolog, Java, C++, or Visual Basic. May lead the efforts to update, repair, modify and expand existing programs. May perform programming activities using computer-aided software engineering (CASE) tools. Test programs to ensure the instructions are correct and it produces the desired information or function. Performs debugging activities. This function may work in a mainframe environment and may support the preparation of instructions for a computer operator.

Education and Experience Requirements: An Associate's Degree in Computer Sciences or a related field or equivalent experience and 2-4 year of related work experience.

Programmer IV

This position may be an individual contributor or function as the Task Leader. Duties include writing complex code using languages such as COBOL, Prolog, Java, C++, or Visual Basic. May lead the efforts to update, repair, modify and expand existing programs. May perform programming activities using computer-aided software engineering (CASE) tools. Test programs to ensure the instructions are correct and it produces the desired information or function. Performs debugging activities. This function may

work in a mainframe environment and may support the preparation of instructions for a computer operator. Supervising other lower level programmers.

Education and Experience Requirements: A Bachelor's Degree in Computer Sciences or a related field or equivalent experience and 1-2 year of related work experience.

Programmer V

This position may function as the Task Leader. Duties include writing complex code using languages such as COBOL, Prolog, Java, C++, or Visual Basic. May lead the efforts to update, repair, modify and expand existing programs. May perform programming activities using computer-aided software engineering (CASE) tools. Test programs to ensure the instructions are correct and it produces the desired information or function. Performs debugging activities. This function may work in a mainframe environment and may support the preparation of instructions for a computer operator. Supervising other lower level programmers and possibly managing a task.

Education and Experience Requirements: A Bachelor's Degree in Computer Sciences or a related field or equivalent experience and 2-4 year of related work experience.

IT Program Director I

Responsible for overall management of large information technology programs. This individual represents senior level management whose competency concerning effectiveness and efficiency in managing dedicated overall program activity is paramount to contract success. Organizes, directs and coordinates planning and production of all information technology program/effort activities. Must possess excellent oral and written communication skills, with demonstrated capability of dealing with all levels of management personnel, task/project managers and client representatives. Responsible for the performance of all program/effort requirements. Meets with appropriate client management personnel, other program managers and client agency representatives. Formulates and reviews strategic plans, subcontracting, and deliverable items. Responsible for the coordination of all functions of program/effort staff. Actively applies quality assurance measures to the management and performance of the program/effort. Must have demonstrated information technology expertise.

Education and Experience Requirements: Master's Degree in Business Administration or related field, a minimum of 10 years intensive and progressive experience in management of large programs. Three (3) years experience supervising, three (3) years managing IT projects of at least 15 personnel or equivalent experience.

IT Project Manager I

This person performs project management for small and/or common information technology tasks. Provides competent leadership and responsible project direction through successful performance of a variety of detailed, diverse elements of project management tasks. Directs completion of IT tasks within estimated timeframes and budget constraints. Schedules and assigns duties to subordinates and subcontractors to ensure assignments are completed as directed. Interfaces with client counterpart when appropriate. Reports in writing and orally to Program Manager (Director) on project progress/status and various issues or problems. Trains and/or oversees training of subordinates when required. Must have demonstrated experience with commercial IT products and services.

Education and Experience Requirements: Bachelor's Degree in related field or equivalent and minimum of 2-4 years experience or equivalent experience.

IT Project Manager III

This person performs project management for large, multiple, and/or complex information technology tasks. Provides competent leadership and responsible project direction through successful performance of a variety of detailed, diverse elements of project management tasks. Directs completion of IT tasks within estimated timeframes and budget constraints. Schedules and assigns duties to subordinates and subcontractors to ensure assignments are completed as directed. Interfaces with client counterpart when appropriate. Reports in writing and orally to Program Manager (Director) on project progress/status and various issues or problems. Trains and/or oversees training of subordinates when required. Must have demonstrated experience with commercial IT products and services.

Education and Experience Requirements: Bachelor's Degree in related field or equivalent and minimum of 6-8 years related experience.

Quality Control Specialist I

Supports the development and implementation of quality control methodologies to ensure compliance with quality assurance standards, guidelines and procedures in a small logistical computer-based organization. Supports the development and definition efforts of major and minor characteristics of quality including quality metrics and scoring parameters and determines requisite quality control resources for an actual effort. Maintains a process for evaluating hardware, software, and associated documentation and/or assists in the evaluation. Conducts and/or participates in formal and informal reviews at pre-determined points throughout the development cycle.

Education and Experience Requirements: Bachelor's Degree and 0-6 months experience or equivalent experience.

Quality Control Specialist II

Supports the development and implementation of quality control methodologies to ensure compliance with quality assurance standards, guidelines and procedures in a small to mid-sized logistical computer-based organization. Supports the development and definition efforts of major and minor characteristics of quality including quality metrics and scoring parameters and determines requisite quality control resources for an actual effort. Maintains a process for evaluating hardware, software, and associated documentation and/or assists in the evaluation. Conducts and/or participates in formal and informal reviews at pre-determined points throughout the development cycle.

Education and Experience Requirements: Bachelor's Degree and 2-4 years experience with 1 year related/specialized experience or equivalent experience.

Quality Control Supervisor

Acts as task leader or supervisor as required. Develops and implements quality control methodologies to ensure compliance with quality assurance standards, guidelines and procedures in a large logistical computer-based organization. Develops and defines major and minor characteristics of quality including quality metrics and scoring parameters and determines requisite quality control resources for an actual effort. Establishes and maintains a process for evaluating hardware, software, and associated documentation and/or assists in the evaluation. Conducts and/or participates in formal and informal reviews at pre-determined points throughout the development cycle. Trains and supervises lower-level quality assurance/control specialist.

Education and Experience Requirements: Bachelor's Degree and 4-6 years experience with 3 years related/specialized experience and at least 2 years management experience or equivalent experience.

Records Management Specialist

Duties include: maintaining and tracking IT records and references, organizing and maintaining IT documentation and deliverables, prepare volumes for binding, performing routine cataloguing and coding of IT library materials, retrieving information from computer databases, and supervising support staff.

Education and Experience Requirements: High School Diploma (GED) and 1-2 years experience or equivalent experience.

Software Engineer I

Under direct supervision, Supports efforts for research, designs and develops simple computer software systems in conjunction with hardware product development. Applies principles of computer science, engineering, and mathematical analysis. Supports the preparation of documentation and manuals for users. Requires regular supervision.

Education and Experience Requirements: Bachelor's Degree in engineering or related discipline 1-year experience or equivalent experience.

Software Engineer II

Supports (with supervision) research designs and develop simple computer software systems in conjunction with hardware product development. Applies principles of computer science, engineering, and mathematical analysis. Supports the preparation of documentation and manuals for users. Requires regular supervision.

Education and Experience Requirements: Bachelor's Degree in engineering or related discipline and 2-4 years experience or equivalent experience.

Subject Matter Expert I

Provides high-level subject matter expertise for work described in the program/task. Provides advanced technical knowledge and analysis of highly specialized applications and operational environment, high-level functional systems analysis, design, integration, documentation, training, and/or implementation advice on complex problems which require a high level knowledge of the subject matter for effective implementation. From computer systems standpoint, participates as needed in all phases of software and hardware development with emphasis on the planning, analysis, testing, integration, documentation, training, and presentation phases. From a business process standpoint, provides technical advice, guidance and direction for the improvement, modification, and re-engineering of business processes, policies and procedures for any functional area under consideration or review. Applies principles, methods, and knowledge of specific functional areas of expertise to specific task order/program. Is able to work independently at the highest level. Directs the composition or composes and finalizes documentation.

Education and Experience Requirements: Master's Degree in a related field of effort and 6-8 years related experience or equivalent experience.

Subject Matter Expert II

Provides high-level subject matter expertise for work described in the program/task. Provides advanced technical knowledge and analysis of highly specialized applications and operational environment, high-level functional systems analysis, design, integration, documentation, training, and/or implementation advice on complex problems which require a high level knowledge of the subject matter for effective

implementation. From computer systems standpoint, participates as needed in all phases of software and hardware development with emphasis on the planning, analysis, testing, integration, documentation, training, and presentation phases. From a business process standpoint, provides technical advice, guidance and direction for the improvement, modification, and re-engineering of business processes, policies and procedures for any functional area under consideration or review. Applies principles, methods, and knowledge of specific functional areas of expertise to specific task order/program. Is able to work independently at the highest level. Directs the composition or composes and finalizes documentation.

Education and Experience Requirements: Master's Degree in a related field of effort and 8-10 years related experience or equivalent experience.

Subject Matter Expert III

Provides high-level subject matter expertise for work described in the program/task. Provides advanced technical knowledge and analysis of highly specialized applications and operational environment, high-level functional systems analysis, design, integration, documentation, training, and/or implementation advice on complex problems which require a high level knowledge of the subject matter for effective implementation. From computer systems standpoint, participates as needed in all phases of software and hardware development with emphasis on the planning, analysis, testing, integration, documentation, training, and presentation phases. From a business process standpoint, provides technical advice, guidance and direction for the improvement, modification, and re-engineering of business processes, policies and procedures for any functional area under consideration or review. Applies principles, methods, and knowledge of specific functional areas of expertise to specific task order/program. Is able to work independently at the highest level. Directs the composition or composes and finalizes documentation.

Education and Experience Requirements: Master's Degree in a related field of effort and 10-12 years related experience or equivalent experience.

Subject Matter Expert IV

Provides extremely high-level subject matter expertise for work described in the program/task. Provides advanced technical knowledge and analysis of highly specialized applications and operational environment, high-level functional systems analysis, design, integration, documentation, training, and/or implementation advice on complex problems, which require doctorate level knowledge of the subject matter for effective implementation. From computer systems standpoint, participates as needed in all phases of software and hardware development with emphasis on the planning, analysis, testing, integration, documentation, training, and presentation phases. From a business process standpoint, provides technical advice, guidance and direction for the improvement, modification, and re-engineering of business processes, policies and procedures for any functional area under consideration or review. Applies principles, methods, and knowledge of specific functional areas of expertise to specific task order/program. Is able to work independently at the highest level. Directs the composition or composes and finalizes documentation.

Education and Experience Requirements: Ph.D. in a related field of effort and 12-15 years related experience or equivalent experience.

Systems Architect I

Duties include; designing systems based upon client's requirements, objectives, and funding provisions. Develops systems that are functional, compliant and that suit the needs of the end users. This function may be involved in all phases of system development. May perform duties such as; managing, supervising, and communicating with clients. In some cases, architect may provide various pre-design

services, conduct feasibility and imbedded base studies, product selection or specifying the requirements the design must meet. This function also may prepare documentation of systems architect.

Education and Experience Requirements: Bachelor's Degree in Computer Sciences or Systems Technology or a related field of effort and 2-4 years related experience or equivalent experience.

Systems Specialist I

Supports analysis, functional, logical, and technical analysis, feasibility studies, cost/benefits studies, life-cycle analysis, briefings and presentations, report writing, and post-implementation evaluations for information management projects. Acts as functional information resource for users as well as management. May coordinate with the Program/Project Manager, the COR, or end users as appropriate. Must have working knowledge of appropriate tools, techniques, and methodologies to perform tasks. Requires regular supervision.

Education and Experience Requirements: Associate's Degree (or equivalent) or certification for the subject matter from an accredited training institution. 1-2 years experience with one (1) year specialized study or experience in the order subject matter.

Systems Specialist II

Supports analysis, functional, logical, and technical analysis, feasibility studies, cost/benefits studies, life-cycle analysis, briefings and presentations, report writing, and post-implementation evaluations for information management projects. Acts as functional information resource for users as well as management. May coordinate with the Program/Project Manager, the COR, or end users as appropriate. Must have working knowledge of appropriate tools, techniques, and methodologies to perform tasks. Requires supervision.

Education and Experience Requirements: Bachelor's Degree (or equivalent) or certification for the subject matter from an accredited training institution. 1-2 years experience with one (1) year specialized study or experience in the order subject matter.

Systems Specialist III

Performs as a technical resource for information management projects. Performs fairly complex analysis of applications and operational environment, functional systems analysis, design, integration, documentation, training, and/or implementation. Acts as an information resource for users as well as management. Performs cost/benefit studies, life-cycle analysis, briefings and presentations. May coordinate with the Program/Project Manager, the COR, or end users as appropriate. Must have working knowledge of appropriate tools, techniques, and methodologies to perform tasks. Requires very little supervision.

Education and Experience Requirements: Bachelor's Degree (or equivalent) or certification for the subject matter from an accredited training institution. 2-4 years experience with three (3) years of specialized study or experience in the order subject matter.

Technical Analyst I

Duties include; discussing the problems/issues with managers, end users and/or clients to determine its exact nature. Support the definition of the goals and requirements of the system or end product. Support the development of the solution by defining steps and separate procedures. Performed structured analysis, data modeling, information engineering, mathematical model building, sampling, and cost accounting to

plan the system and/or end product. May be required to support the preparation of a cost-benefit and return-on-investment analyses assist with management/client decision.

Education and Experience Requirements: Bachelor's Degree (or equivalent) or certification for the subject matter from an accredited training institution. 1-2 years experience with one (1) year specialized study or experience in the order subject matter.

Technical Analyst II

Duties include; discussing the problems/issues with managers, end users and/or clients to determine its exact nature. Support the definition of the goals and requirements of the system or end product. Support the development of the solution by defining steps and separate procedures. Perform structured analysis, data modeling, information engineering, mathematical model building, sampling, and cost accounting to plan the system and/or end product. May be required to support the preparation of a cost-benefit and return-on-investment analyses assist with management/client decision.

Education and Experience Requirements: Bachelor's Degree (or equivalent) or certification for the subject matter from an accredited training institution. 2-4 years experience with one (1) year specialized study or experience in the order subject matter.

Technical Analyst IV

May act as a Task Leader or Supervisor. Duties include; discussing the problems/issues with managers, end users and/or clients to determine its exact nature. Lead the process for definition of the goals and requirements of the system or end product. Lead the efforts for development of the solution by defining steps and separate procedures. Perform structured analysis, data modeling, information engineering, mathematical model building, sampling, and cost accounting to plan the system and/or end product. May be required to support the preparation of a cost-benefit and return-on-investment analyses assist with management/client decision.

Education and Experience Requirements: Master's Degree (or equivalent) or certification for the subject matter from an accredited training institution. 2-4 years experience with one (2) years specialized study or experience in the order subject matter.

Technical Writer

Supports the composition and finalization of IT documentation, including specifications and user manuals, in the style and format required by the task. Plans, develops, maintains, rewrites, and produces IT and deliverable documents as required by the client, regulations and/or specifications. Coordinates with IT specialists to performs document review, edit and formalization of documents. Works independently. May train subordinate and lower level technical writers or editors. May support multiple tasks and perform as task leader.

Education and Experience Requirements: Bachelor's Degree and 3-5 years related experience or equivalent experience

IT Training Manager:

Manages and is responsible for all operations within the training organization for commercial IT products and systems. Supervises, schedules, plans, develops and performs training courses that are up to date and applicable. Ensures that all training courses are appropriate and effective. Responsible for major IT training projects with training data of a higher complexity and importance than those normally assigned to lower level trainers. Responsible for development and generation of user manuals, training manuals and

other documentation required. Responsible for the coordination of training activities, classroom space is adequate. Ensures that all training materials, media and manuals are provided to students. Responsible for supervising and training subordinate training specialist. Must have demonstrated experience in information technology training.

Education and Experience Requirements: Bachelor's Degree in related field or equivalent and 8-10 years experience with 5 years of related work (training) experience or equivalent experience.

IT Training Specialist I

Supports efforts associated with scheduling, planning, developing and performing training courses for commercial IT products and systems. Supports efforts that ensure all training courses are appropriate and effective. Performs IT training projects with training data of a simplistic nature. Supports the coordination of training activities and ensures that classroom space is adequate. Supports the development and production of training manuals, user manuals and other documentation as required. Ensures that all training materials, media and manuals are provided to students.

Education and Experience Requirements: Bachelor's Degree in related field or equivalent and 1-2 years experience with 6 months of related work (training) experience or equivalent experience.

IT Training Specialist II

Supports efforts associated with scheduling, planning, developing and performing IT training courses. Supports efforts that ensure all training courses are appropriate and effective. Performs IT training projects with training data of a simplistic or intermediately complex nature. Supports the coordination of training activities and ensures that classroom space is adequate. Supports the development and production of training manuals, user manuals and other documentation as required. Ensures that all training materials, media and manuals are provided to students.

Education and Experience Requirements: Bachelor's Degree in related field or equivalent and 2-4 years experience with 1 year of related work (training) experience or equivalent experience.

IT Training Specialist III

Supports efforts associated with scheduling, planning, developing and performing IT training courses. Supports efforts that ensure all IT training courses are appropriate and effective. Performs training projects with training data of an intermediate complexity. Performs coordination of training activities and ensures that classroom space is adequate. Supports the development and production of training manuals, user manuals and other documentation as required. Ensures that all training materials, media and manuals are provided to students.

Education and Experience Requirements: Bachelor's Degree in related field or equivalent and 4-6 years experience with 2 years of related work (training) experience or equivalent experience.

Health IT Application Lead

Analyzes user needs to determine functional requirements and define problems and develop plans and requirements for moderately complex to complex Health IT systems. Health IT systems efforts may include information systems architecture, networking; telecommunications, automation, communications protocols, risk management/electronic analysis, software, life cycle management, software development methodologies, and modeling and simulation. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each Health IT task. Possesses requisite knowledge and expertise in Health IT so recognized in the professional community that the Government

is able to qualify the individual as an expert in the field. Demonstrates exceptional oral and written communication skills.

Education and Experience Requirements: Bachelor's Degree in a related field and 8 years of experience in IT, including relevant experience in Health IT and/or in new and related older technology that directly relates to the required area of expertise.

Health IT Application System Analyst, Level II

Applies an enterprise-wide set of disciplines for the planning, analysis, design and construction of Health IT systems on an enterprise-wide basis or across a major sector of the enterprise. Develops analytical and computational techniques and methodologies for Health IT problem solutions. Performs enterprise-wide Health IT strategic systems planning, business information planning, business and analysis. Performs process and data modeling in support of the planning and analysis efforts using both manual and automated tools; such as Integrated Computer-Aided Software Engineering tools. Applies reverse engineering and re-engineering disciplines to develop migration strategic and planning documents. Provides Health IT technical guidance in software engineering techniques and automated support tools. Provides daily supervision and direction to staff.

Education and Experience Requirements: Bachelor's Degree in a related field and 5 years of experience.

Health IT Applications Developer, Level III

Analyzes Health IT applications and design specifications for functional areas. Develops block diagrams and logic flow charts. Translates detailed design into Health IT software. Tests, debugs, and refines the Health IT software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Enhances Health IT software to reduce operating time or improve efficiency. Provides technical direction to programmers to ensure Health IT program deadlines are met.

Education and Experience Requirements: Bachelor's Degree in a related field and 5 years of experience in Health and/or IT system design, including application programming on large-scale DBMS and the development of complex Health IT software to satisfy design objectives.

Health IT Biological Scientist

Provides high level expertise in applicable public health disciplines to collect, abstract, code, analyze, or interpret scientific data contained within information systems and databases related to public health.

Education and Experience Requirements: Bachelor's Degree in a related field and 5 years of experience.

Health IT Informatics Specialist/Bioinformatician

Provides high level expertise in the application of technology to areas of interest to government health organizations including Medical Informatics or Public Health Informatics; statistics, bio-statistics, mathematics; specific tools and data resources relevant to the federal health mission including SAS, Epi Info, etc.; applying sound quantitative data and methods to support deployment of resources for massive public health surveillance, prevention and intervention campaigns and related health activities. Provides expertise across a wide variety of IT areas as applied to public health, including information retrieval technology, decision science, web technology, data mining, expert systems, networking, public health

science, and education. Provides expertise in the integration of a variety of heterogeneous public health information systems and databases the sharing and dissemination of public health information; in the interaction of information security technology and the requirements for privacy and confidentiality of public health data; in the application of the HIPAA regulations to the use of information technology in public health; in new areas of interest to public health including the information available from managed care organizations; with national and/or international standards development activities such as HL7, X12, W3C; and in the application of advanced scientific visualization technology to public health science and practice.

Education and Experience Requirements: Bachelor's Degree in a related field and 7 years of experience.

Health IT Data Curator

Oversees and develops Health IT data management systems, including computer programs to monitor data quality, such as SAS, MS ACCESS, MS Excel, etc. Analyzes health data for reports, presentations and publications; assists in the review of study data for data quality; organizes study files, including data and correspondence files using common word processing software; performs scientific, medical and research literature searches and prepare slides for scientific presentations.

Education and Experience Requirements: Bachelor's Degree in a related field and 3 years of experience.

Health IT Programmer/Analyst, Level I

Provides programming support for Health IT systems and applications. Creates and/or maintain operating systems, communications software, data base packages, compilers, assemblers, and utility programs. Modifies existing Health IT software as well as creates special-purpose software to ensure efficiency and integrity between systems and applications.

Education and Experience Requirements: Bachelor's Degree in a related field and 1 year of experience.

Health IT Programmer/Analyst, Level II

Develops, tests, implements and maintains Health IT software applications and systems for projects, with general direction and oversight of task leader. Assumes increasingly complex Health IT project assignments; operates with increasing independence. Uses specifications provided by the task leader to develop Health IT software applications and systems. Assumes responsibility for the quality of Health IT applications and systems produced. Participates in all phases of the software development lifecycle in accomplishing tasks. Familiar with data structures, including those within Database Management Systems (DBMS), as well as the methods for defining data relationships. Performs data storage, security, integrity, and performance management functions for supported DBMS.

Education and Experience Requirements: Bachelor's Degree in a related field and 3 years of experience.

Health IT Programmer Analyst, Level III

Applies an enterprise-wide set of disciplines for the planning, analysis, design and construction of Health IT systems on an enterprise-wide basis or across a major sector of the enterprise. Develops analytical and computational techniques and methodologies for Health IT problem solutions. Performs enterprise-wide Health IT strategic systems planning, business information planning, business and analysis. Performs process and data modeling in support of the planning and analysis efforts using both manual and automated tools; such as Integrated Computer-Aided Software Engineering tools. Applies reverse engineering and re-engineering disciplines to develop migration strategic and planning documents.

Provides Health IT technical guidance in software engineering techniques and automated support tools. Provides daily supervision and direction to staff.

Education and Experience Requirements: Bachelor's Degree in a related field and 5 years of experience.

Health IT Project Manager, Level I

Possesses and applies expertise on multiple complex Health IT project assignments. Assignments may be broad in nature, requiring originality and innovation in determining how to accomplish Health IT tasks. Operates with appreciable latitude in developing methodology and presenting solutions to Health IT problems. Contributes to deliverables and performance metrics where applicable. Leads team on large Health IT projects or significant segment of large complex Health IT projects. Analyzes new and complex Health IT project related problems and creates innovative solutions involving finance, scheduling, technology, methodology, tools, and solution components. Provides Health IT applications systems analysis and programming activities for a Government site, facility or multiple locations. Prepares long and short-range plans for Health IT application selection, systems development, systems maintenance, and production activities and for necessary support resources. Oversees all aspects of Health IT projects. 1 year of experience managing IT or Health IT projects.

Education and Experience Requirements: Bachelor's Degree in a related field and 1 year of experience managing IT or Health IT projects.

Health IT Project Manager, Level II

Manages all aspects of Health IT projects, leads project team or a significant segment of a project. Analyzes project-related problems and creates innovative solutions that normally involve the schedule, technology, methodology, tools, solution components, and financial management of the project. Provides health applications systems analysis and long and short-range plans for application selection, systems development, systems maintenance, and production activities for necessary support resources.

Education and Experience Requirements: Bachelor's Degree in a related field and 3 years of experience.

Health IT Project Manager, Level III

Oversees and manages all aspects of Health IT projects, leading a team on large projects or a significant segment of large and complex projects. Analyzes new and complex Health IT project-related problems and creates innovative solutions that normally involve the schedule, technology, methodology, tools, solution components, and financial management of the project. Provides Health IT applications systems analysis and long and short-range plans for application selection, systems development, systems maintenance, and production activities for necessary support resources.

Education and Experience Requirements: Bachelor's Degree in a related field and 5 years of experience.

Health IT QA Analyst

Establishes and maintains a process for evaluating Health IT software and associated documentation. Determines the resources required for quality control. Maintains the level of quality throughout the software life cycle. Conducts formal and informal reviews at pre-determined points throughout the development life cycle. Provides daily supervision and direction to support staff.

Education and Experience Requirements: Bachelor's Degree in a related field and 5 years of experience.

Health IT QA Tester

Provides technical and administrative direction for personnel performing Health IT software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, review of program documentation to assure government standards/requirements are adhered to, and for progress in accordance with schedules. Coordinates with the Project Manager and/or Quality Assurance Manager to ensure that problems are solved to the user's satisfaction. Makes recommendations, if needed, for approval of major systems installations. Prepares milestone status reports and deliveries/presentations on the system concept to colleagues, subordinates, and end user representatives.

Education and Experience Requirements: Bachelor's Degree in a related field and 3 years of experience.

Health IT Subject Matter Expert, Level II

Possesses and applies comprehensive Health IT knowledge across key tasks and high impact assignments. Plans and leads major Health IT technology assignments. Evaluates performance results and recommends major changes affecting short-term project growth and success. Functions as a Health IT technical expert across multiple project assignments. May supervise others. Serves as Health IT subject matter expert, possessing in-depth knowledge of a particular area, such as business, computer science, engineering, mathematics, or the various sciences. Provides Health IT technical knowledge and analysis of highly specialized applications and operational environments, high-level functional systems analysis, design, integration, documentation and implementation advice on exceptionally complex Health IT problems that need extensive knowledge of the subject matter for effective implementation. Participates as needed in all phases of Health IT software development with emphasis on the planning, analysis, testing, integration, documentation, and presentation phases. Applies principles, methods and knowledge of the functional area of capability to specific task order requirements, advanced mathematical principles and methods to exceptionally difficult and narrowly defined Health IT problems in engineering and other scientific applications to arrive at automated solutions.

Education and Experience Requirements: Bachelor's Degree in a related field and 5 years of experience in area of expertise.

Health IT Subject Matter Expert, Level III

Provides Health IT technical/management leadership on major tasks or technology assignments. Establishes goals and plans that meet Health IT project objectives. Has Health IT domain and expert technical knowledge. Directs and controls activities for a client, having overall responsibility for financial management, methods, and staffing to ensure that technical requirements are met. Interactions involve client negotiations and interfacing with senior management. Decision making and domain knowledge may have a critical impact on overall project implementation. May supervise others.

Education and Experience Requirements: Bachelor's Degree in a related field and 8 years of experience in area of expertise.

Health IT System Administrator/Hardware Specialist

Performs the daily activities of configuration and operation of Health IT systems which may be mainframe, mini, or client/server based. Performs the optimizing of Health IT system operation and resource utilization, and perform Health IT system capacity analysis and planning. Provides assistance to users in accessing and using Health IT and business systems.

Education and Experience Requirements: Bachelor's Degree in a related field and 3 years of relevant experience.

Health IT Systems Architect

Assumes responsibility for the overall architecture of Health IT systems required for projects and ensures the quality implementation of the systems, using current technologies and software. Has experience with a diverse set of languages and Health IT software applications. Utilizes structured system development life cycle processes for planning, managing and documenting Health IT project activities. May serve as project director (PD), or task leader (TL) on projects.

Education and Experience Requirements: Bachelor's Degree in a related field and 5 years of experience.

VISTRONIX, LLC –LABOR RATES

Vistronix, LLC
Special Item Number 132-51-Information Technology (IT) Professional Services

| Item# | Labor Category | Labor Rates | | | | |
|-------|-------------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| | | June 3, 2016 - June 2, 2017 | June 3, 2017 - June 2, 2018 | June 3, 2018 - June 2, 2019 | June 3, 2019 - June 2, 2020 | June 3, 2020 - June 2, 2021 |
| VA01 | IT Administrative Support I | \$30.30 | \$30.85 | \$31.40 | \$31.97 | \$32.54 |
| VA02 | IT Administrative Support II | \$34.93 | \$35.56 | \$36.20 | \$36.86 | \$37.52 |
| VA03 | IT Administrative Support III | \$47.38 | \$48.24 | \$49.10 | \$49.99 | \$50.89 |
| VA04 | IT Administrative Support IV | \$52.54 | \$53.49 | \$54.45 | \$55.43 | \$56.43 |
| VA05 | IT Technician | \$38.19 | \$38.87 | \$39.57 | \$40.29 | \$41.01 |
| VA07 | Communications Engineer II | \$95.27 | \$96.99 | \$98.73 | \$100.51 | \$102.32 |
| VA08 | Communications Engineer III | \$114.45 | \$116.51 | \$118.61 | \$120.74 | \$122.92 |
| VA09 | Communications Engineer IV | \$121.59 | \$123.78 | \$126.01 | \$128.27 | \$130.58 |
| VA10 | Computer Operator I | \$37.60 | \$38.28 | \$38.96 | \$39.67 | \$40.38 |
| VA11 | Computer Operator II | \$52.54 | \$53.49 | \$54.45 | \$55.43 | \$56.43 |
| VA12 | Computer Operator III | \$61.65 | \$62.76 | \$63.89 | \$65.04 | \$66.21 |
| VA16 | Data Base Administrator I | \$100.94 | \$102.75 | \$104.60 | \$106.48 | \$108.40 |
| VA17 | Data Base Administrator II | \$118.47 | \$120.60 | \$122.77 | \$124.98 | \$127.23 |
| VA18 | Data Base Administrator III | \$125.39 | \$127.65 | \$129.94 | \$132.28 | \$134.66 |
| VA27 | Help Desk Technician I | \$52.17 | \$53.11 | \$54.07 | \$55.04 | \$56.03 |
| VA28 | Help Desk Technician II | \$62.45 | \$63.57 | \$64.71 | \$65.88 | \$67.06 |
| VA29 | Help Desk Technician III | \$77.57 | \$78.96 | \$80.38 | \$81.83 | \$83.30 |
| VA32 | Network Engineer I | \$88.85 | \$90.45 | \$92.08 | \$93.73 | \$95.42 |
| VA33 | Network Engineer II | \$102.80 | \$104.65 | \$106.53 | \$108.45 | \$110.40 |
| VA38 | IT Program Manager I | \$115.12 | \$117.19 | \$119.30 | \$121.45 | \$123.63 |
| VA39 | IT Program Manager II | \$140.68 | \$143.21 | \$145.79 | \$148.41 | \$151.08 |
| VA40 | IT Program Manager III | \$155.44 | \$158.24 | \$161.08 | \$163.98 | \$166.93 |
| VA42 | Programmer Analyst II | \$88.94 | \$90.54 | \$92.17 | \$93.83 | \$95.52 |

| Item# | Labor Category | Labor Rates | | | | |
|-------|-------------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| | | June 3, 2016 - June 2, 2017 | June 3, 2017 - June 2, 2018 | June 3, 2018 - June 2, 2019 | June 3, 2019 - June 2, 2020 | June 3, 2020 - June 2, 2021 |
| VA43 | Programmer Analyst III | \$96.22 | \$97.96 | \$99.72 | \$101.51 | \$103.34 |
| VA45 | Programmer II | \$71.55 | \$72.84 | \$74.15 | \$75.49 | \$76.85 |
| VA46 | Programmer III | \$82.83 | \$84.32 | \$85.83 | \$87.38 | \$88.95 |
| VA47 | Programmer IV | \$92.98 | \$94.66 | \$96.36 | \$98.09 | \$99.86 |
| VA48 | Programmer V | \$100.96 | \$102.78 | \$104.63 | \$106.52 | \$108.43 |
| VA49 | IT Program Director I | \$150.20 | \$152.90 | \$155.65 | \$158.46 | \$161.31 |
| VA52 | IT Project Manager I | \$95.30 | \$97.02 | \$98.77 | \$100.54 | \$102.35 |
| VA54 | IT Project Manager III | \$115.12 | \$117.19 | \$119.30 | \$121.45 | \$123.63 |
| VA55 | Quality Control Specialist I | \$38.48 | \$39.17 | \$39.88 | \$40.60 | \$41.33 |
| VA56 | Quality Control Specialist II | \$56.81 | \$57.84 | \$58.88 | \$59.94 | \$61.02 |
| VA57 | Quality Control Supervisor | \$70.00 | \$71.26 | \$72.54 | \$73.84 | \$75.17 |
| VA58 | Records Management Specialist | \$47.31 | \$48.17 | \$49.03 | \$49.92 | \$50.81 |
| VA60 | Software Engineer I | \$92.51 | \$94.18 | \$95.87 | \$97.60 | \$99.36 |
| VA61 | Software Engineer II | \$107.95 | \$109.89 | \$111.87 | \$113.88 | \$115.93 |
| VA62 | Subject Matter Expert I | \$132.50 | \$134.89 | \$137.31 | \$139.79 | \$142.30 |
| VA63 | Subject Matter Expert II | \$155.44 | \$158.24 | \$161.08 | \$163.98 | \$166.93 |
| VA64 | Subject Matter Expert III | \$177.69 | \$180.89 | \$184.14 | \$187.46 | \$190.83 |
| VA65 | Subject Matter Expert IV | \$200.48 | \$204.09 | \$207.76 | \$211.50 | \$215.31 |
| VA66 | Systems Architect I | \$123.38 | \$125.60 | \$127.86 | \$130.17 | \$132.51 |
| VA69 | Systems Specialist I | \$51.05 | \$51.96 | \$52.90 | \$53.85 | \$54.82 |
| VA70 | Systems Specialist II | \$74.87 | \$76.22 | \$77.59 | \$78.99 | \$80.41 |
| VA71 | Systems Specialist III | \$98.59 | \$100.37 | \$102.18 | \$104.01 | \$105.89 |
| VA72 | Technical Analyst I | \$75.72 | \$77.08 | \$78.47 | \$79.88 | \$81.32 |
| VA73 | Technical Analyst II | \$84.80 | \$86.33 | \$87.89 | \$89.47 | \$91.08 |
| VA75 | Technical Analyst IV | \$98.59 | \$100.37 | \$102.18 | \$104.01 | \$105.89 |

| Item# | Labor Category | Labor Rates | | | | |
|-------|--|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| | | June 3, 2016 - June 2, 2017 | June 3, 2017 - June 2, 2018 | June 3, 2018 - June 2, 2019 | June 3, 2019 - June 2, 2020 | June 3, 2020 - June 2, 2021 |
| VA76 | Technical Writer | \$61.65 | \$62.76 | \$63.89 | \$65.04 | \$66.21 |
| VA77 | IT Training Manager | \$105.31 | \$107.21 | \$109.14 | \$111.10 | \$113.10 |
| VA78 | IT Training Specialist I | \$54.39 | \$55.37 | \$56.37 | \$57.39 | \$58.42 |
| VA79 | IT Training Specialist II | \$56.73 | \$57.75 | \$58.79 | \$59.84 | \$60.92 |
| VA80 | IT Training Specialist III | \$74.95 | \$76.30 | \$77.67 | \$79.07 | \$80.50 |
| VA81 | Health IT Application Lead | N/A | \$141.63 | \$144.18 | \$146.78 | \$149.42 |
| VA82 | Health IT Application System Analyst, Level II | N/A | \$170.85 | \$173.93 | \$177.06 | \$180.24 |
| VA83 | Health IT Applications Developer, Level III | N/A | \$135.51 | \$137.95 | \$140.43 | \$142.96 |
| VA84 | Health IT Biological Scientist | N/A | \$64.56 | \$65.72 | \$66.91 | \$68.11 |
| VA85 | Health IT Informatics Specialist/Bioinformatician | N/A | \$84.73 | \$86.26 | \$87.81 | \$89.39 |
| VA86 | Health IT Data Curator | N/A | \$50.41 | \$51.31 | \$52.24 | \$53.18 |
| VA87 | Health IT Programmer/Analyst, Level I | N/A | \$65.18 | \$66.35 | \$67.54 | \$68.76 |
| VA88 | Health IT Programmer/Analyst, Level II | N/A | \$73.99 | \$75.32 | \$76.68 | \$78.06 |
| VA89 | Health IT Programmer/Analyst, Level III | N/A | \$86.23 | \$87.78 | \$89.36 | \$90.97 |
| VA90 | Health IT Project Manager, Level I | N/A | \$87.76 | \$89.34 | \$90.95 | \$92.59 |
| VA91 | Health IT Project Manager, Level II | N/A | \$93.52 | \$95.20 | \$96.91 | \$98.66 |
| VA92 | Health IT Project Manager, Level III | N/A | \$180.90 | \$184.15 | \$187.47 | \$190.84 |
| VA93 | Health IT QA Analyst | N/A | \$87.76 | \$89.34 | \$90.95 | \$92.59 |
| VA94 | Health IT QA Tester | N/A | \$49.18 | \$50.06 | \$50.96 | \$51.88 |
| VA95 | Health IT Subject Matter Expert, Level II | N/A | \$135.51 | \$137.95 | \$140.43 | \$142.96 |
| VA96 | Health IT Subject Matter Expert, Level III | N/A | \$159.33 | \$162.19 | \$165.11 | \$168.09 |
| VA97 | Health IT System Administrator/Hardware Specialist | N/A | \$55.84 | \$56.84 | \$57.86 | \$58.91 |
| VA98 | Health IT Systems Architect | N/A | \$216.07 | \$219.96 | \$223.92 | \$227.95 |

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

For additional information please contact Jodie Szymanski at Vistronix, LLC at Phone No.: (760) 603-1195 x1134 Fax No.: (703) 483-2500 or Email: contracts@vistronix.com

**EDUCATION AND EXPERIENCE REQUIREMENTS –
EQUIVALENCY SUBSTITUTION TABLE**

| Requirement | Equivalency 1 | Equivalency 2 | Comments |
|-----------------------------------|--|--|---|
| Ph.D. | Master's Degree + 3 years | None | Equivalency years experience substitution must be in related experience |
| Master's Degree | Bachelor's Degree + 2 years | None | Equivalency years experience substitution must be in related experience |
| Bachelor's Degree | Associate's Degree + 2 years | 5 years related experience | Equivalency years experience substitution must be in related experience |
| Associated Degree | High School Diploma/GED + 2 years | 3 years related experience | Equivalency years experience substitution must be in related experience |
| Subject Matter Certification | Up to a Bachelor's Degree | Up to 5 years experience | |
| Up to 10 years related experience | Ph.D. in related a area | Master's Degree and 2 years related experience | |
| 7-9 years related experience | Ph.D. or Master's Degree in a related area | Bachelor's Degree and 2 years Related experience | |
| 4-6 years related experience | Ph.D., Master's or Bachelor's Degree | Associate's Degree with 2 years | |
| 2-3 years related experience | Associate's Degree | | |

- The Contractor, unless otherwise cited in the Order, may make Education and Experience Equivalency 1 substitutions, unilaterally for all labor categories that cite “or equivalent”. For all other labor categories, the ordering client must provide prior written consent.
- Education and Experience Equivalency 2 substitutions can only be made with prior written consent from the client or as cited in the order.
- Equivalent substitutions are in addition to Education or Experience requirement (example: requirement Bachelor's Degree and 3 years related experience – the equivalent substitution for the degree would require the candidate to have either an Associate's Degree and 5 years experience, or 8 years related experience).

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

PREAMBLE

Vistronix, LLC provides commercial products and services to ordering activities. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

COMMITMENT

To actively seek and partner with small businesses.

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

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

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

To 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 ordering activity contracts. To accelerate potential opportunities please contact Scott Salzano at Vistronix, LLC at Phone No.: (703) 547-6464 Fax No.: (703) 483-2500 or Email ssalzano@asrcfederal.com

**BEST VALUE
BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE**

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act (ordering activity) and (Contractor) 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(s) _____.

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 offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 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 ordering activity that works better and costs less.

Signatures

Ordering Activity Date

Contractor Date

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):

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

Delivery:

DESTINATION DELIVERY SCHEDULE/DATES

- (3) The Government 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.

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

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

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

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

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

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

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

Here is a general outline on how it works:

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

**USING THE GSA SCHEDULE TO ACQUIRE
VISTRONIX PROFESSIONAL SERVICES IS...**

- **Simple**
 - Minimal documentation - SOW and Ordering Activity Purchase Order
 - No synopsis required

- **Fast**
 - Can be completed in as little as one week
 - No complex competitive analysis required (meets CICA guidelines)

- **Flexible**
 - No maximum order limitation
 - Additional discounts may be available for orders over \$500,000
 - Firm, fixed price or time and materials
 - Can implement BPAs for recurring requirements
 - Can combine with other vendor schedules for “one-stop shopping”
 - Contract period through July 2002 with Contract option through July 2007
 - Task orders under BPAs can be issued to exceed the contract period

- **Low cost**
 - Most Favored Customer Discounts
 - Quantity discounts may be available

Simply the best vehicle to procure services in the Federal Government.

| |
|--|
| VISTRONIX GSA SCHEDULE - ORDERING PROCESS |
|--|

- 1.) Identify Services requirement.**
 - *Review with Vistronix*

- 2.) Prepare Statement of Work (SOW).**
 - *Can be firm, fixed price (FFP) or time and materials (T&M) with a ceiling price*

- 3.) Complete Agency Purchase Order.**
 - *Identify Schedule labor categories, total price/ceiling*
 - *Complete administrative data.*
 - *If over micro-purchase threshold, review three Schedule price lists*

- 4.) Forward Purchase Order and SOW directly to Vistronix.**

VISTRONIX, LLC CORPORATE OVERVIEW

Innovation, Value, Results

Since 1990, Vistronix, LLC has been helping organizations gain a competitive advantage by ensuring enhanced performance of their enterprise IT solutions. As a leading information management, IT support services firm, we deliver expert solutions using a performance-driven, functional framework that improves organizational processes and supports business goals and objectives. Relying on industry-leading technologies, processes and organizational theories, Vistronix provides client-focused solutions, while ensuring immediate and lasting value. Our unique client-centric approach allows us to look at situations more effectively, rapidly driving innovations to shape usable and highly effective client solutions. Additionally, our Quality Management System (QMS) meets the requirements of ISO 9001:2008 and Level 2 process areas of the Capability Maturity Model Integration (CMMI) staged representation.

Vistronix Solutions

Information Management

With a focus on the Digital Asset Services Domain of the Federal Enterprise Architecture's Service Reference Model, Vistronix' Information Management competencies provide a multidisciplinary approach that applies sound management principles to the various life cycle stages of an organization's information. As a leading service provider to Federal, State and local government agencies, we understand that managing information is a complex and continuous cycle involving identifying, creating, acquiring, organizing, tracking, storing and disseminating information. Our commitment to Quality Management streamlines our processes, allows for rapid implementation, and ensures efficient use of resources.

As a partner of many of the most trusted names in the IT industry, Vistronix is well positioned to provide extensive expertise in the following areas:

- Business Process Analysis
- Enterprise Records Management
- Document Management
- Grants Management
- Library Management
- Correspondence Management

IT Support Services

Vistronix' IT Support Services provide highly-skilled technical services related to the use and integration of technology, specifically in the areas of application development and integration, systems development and management, database management and warehousing and customer relationship management/help desk. We have a proven history of successfully delivering innovative, enterprise-wide services to our clients, including Federal, State and local government agencies across multiple locations. Our trusted technology services increase an organization's productivity and return on IT investment. We offer a full range of professional services for planning, customizing, integrating, and deploying the latest in technology with extensive expertise in:

- Application Development and Integration
- Systems Development and Management
- Database Management and Warehousing
- Customer Relationship Management – Help Desk

VISTRONIX INC. ORDERING, SALES AND SERVICE POINTS



| | |
|-------------------------|---|
| Vistronix, LLC 1CXP0 | 11091 Sunset Hills Rd., Suite 700 Sunset Hills Rd. Reston, VA 20190 (Chief Executive Office) 703-463-2059 |
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