



**General Services Administration Federal Supply Service
Authorized Federal Supply Schedule Price List**

Professional Services Schedule Contract

- Information Technology Products and Services (IT)
- Mission Oriented Business Integrated Services (MOBIS)
- Advertising and Integrated Marketing Solutions (AIMS)
- Financial and Business Solutions (FABS)
- Professional Engineering Services (PES)

Contract No. GS-00F-0049M
Ordering Period: 3/29/02 - 8/23/19

Revision 17, Effective 6/15/17
(Through Mod No. PO-0034 of 6/15/17)

NTT DATA
Services

NTT DATA Services Federal Government, Inc.
13880 Dulles Corner Lane, Suite 200
Herndon, Virginia 20171-4686
Phone: (703) 289-8161

Table of Contents

Customer Information	1
Small Business Participation	2
Special Item Number (SIN) Summary Information	3
Introduction to NTT DATA Services Federal Government, Inc.	6
Information Technology Products and Services (IT)	7
1. Additional Customer Information	7
2. Terms and Conditions Applicable to IT Professional Services	11
3. Labor Rates	17
4. Labor Category Descriptions.....	21
Mission Oriented Business Integrated Services (MOBIS)	34
1. Information for Ordering Offices	34
2. Description of Services	36
3. Labor Rates	38
4. Labor Category Descriptions.....	40
Advertising & Integrated Marketing Solutions (AIMS)	46
1. Services Offered	46
2. Description of Services	48
3. Labor Rates	49
4. Labor Category Descriptions.....	51
Financial and Business Solutions (FABS)	58
1. Services Offered.....	58
2. Labor Rates	61
3. Labor Category Descriptions.....	61
Professional Engineering Services (PES)	62
1. Services Offered.....	62
2. Labor Rates	63
3. Labor Category Descriptions.....	65

Customer Information

NTT DATA Services Federal Government, Inc. (NDFG) is a large business concern.

Ordering Address:

NTT DATA Services Federal Government, Inc.
Attn: Contracts Department
13880 Dulles Corner Lane, Suite 200
Herndon, Virginia 20171-4686

Contract Administration Point of Contact:

George Omohundro
Director of Contracts
Phone: (703) 289-8161
Fax: (703) 793-1445
Email: George.omohundro@nttdatafed.com

Payment Address/Lockbox Information:

NTT DATA Services Federal Government, Inc.
c/o SunTrust Bank
Lockbox No. 102001
100 South Crest Drive
Stockbridge, GA 30281

Electronic Funds Transfer (EFT) Information:

NTT DATA Services Federal Government, Inc.
c/o SunTrust Bank
Account Name: PSGS Master Account
Account No.: 10000081441557
Account Type: Checking
ABA Routing No.: 061000104

Data Universal Numbering System (DUNS) No.: 175344753

Taxpayer Identification No. (TIN): 54-1168756

CAGE Code: 4T952

Payment Terms: Net 30 days

Small Business Participation

The U. S. Small Business Administration (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 micro-purchase 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! online shopping service (www.GSAAdvantage.gov). The catalogs/pricelists, GSA Advantage! and the GSA Home Page (www.gsa.gov) contain information on a broad array of products and services offered by small business concerns.

NDFG Commitment to Promote Small Business Participation

NDFG provides commercial products and services to ordering activities. We are committed to promoting participation of small business concerns (SB), small disadvantaged business concerns (SDB), women-owned small business concerns (WOSB), veteran-owned small business concerns (VOSB), service-disabled veteran-owned small business concerns (SDVOSB), and historically underutilized business zone small business concerns (HUBZone) in our contracts. We commit to providing opportunities to the small business community through reselling opportunities, teaming arrangements, and subcontracting.

Commitment

To actively seek and partner with small business concerns. To identify, qualify, mentor and develop SB, SDB, WOSB, VOSB, SDVOSB and HUBZone concerns by purchasing from these businesses whenever practical.

To develop and promote company policy initiatives which demonstrate our support for awarding contracts and subcontracts to SB, SDB, WOSB, VOSB, SDVOSB and HUBZone concerns.

To undertake significant efforts to determine the potential of SB, SDB, WOSB, VOSB, SDVOSB and HUBZone concerns to supply products and services to our company.

To ensure procurement opportunities are designed to permit the maximum possible participation of SB, SDB, WOSB, VOSB, SDVOSB and HUBZone concerns.

To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase SB, SDB, WOSB, VOSB, SDVOSB and HUBZone concerns with whom to partner.

To publicize in our marketing publications our interest in meeting SB, SDB, WOSB, VOSB, SDVOSB and HUBZone concerns that may be interested in subcontracting opportunities.

We commit to work in partnership with SB, SDB, WOSB, VOSB, SDVOSB and HUBZone concerns to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact:

NTT DATA Services Federal Government, Inc., Small Business Liaison Officer
13880 Dulles Corner Lane, Suite 200
Herndon, VA 20171-4686
Phone: (703) 289-7916, Fax: (703) 793-1445

Special Item Number (SIN) Summary Information

1. Information Technology Products and Services (IT)

SIN	Description
C132 51	Information Technology Professional Services

2. Mission Oriented Business Integrated Services (MOBIS)

SIN	Description
874 1	Integrated Consulting Services
874 4	Training Services: Instructor-led Training, Web-Based Training, and Education Courses, Course Development and Test Administration, Learning Management, Internships
874 7	Integrated Business Program Support Services

3. Advertising & Integrated Marketing Solutions (AIMS)

SIN	Description
541 1	Advertising Services
541 2	Public Relations Services
541 4A	Market Research and Analysis
541 4C	Exhibit Design and Implementation Services

4. Financial and Business Solutions (FABS)

SIN	Description
520 1	Program Financial Advisor
520 2	Transaction Specialist
520 5	Loan Servicing and Asset Management
520 7	Financial and Performance Audits
520 8	Complementary Audit Services
520 9	Recovery Audits
520 11	Accounting
520 12	Budgeting
520 13	Complementary Financial Management Services
520 15	Outsourcing Recurring Commercial Activities for Financial Management Services

5. Professional Engineering Services (PES)

SIN	Description
871 1	Strategic Planning for Technology Programs/Activities
871 2	Concept Development and Requirements Analysis
871 3	System Design, Engineering and Integration
871 4	Test and Evaluation
871 5	Integrated Logistics Support
871 6	Acquisition and Life Cycle Management

	IT	MOBIS	AIMS	FABS	PES
6. Maximum Order	\$1,000,000.00	\$1,000,000.00	\$1,000,000.00	\$1,000,000.00	\$1,000,000.00
7. Minimum Order	\$100.00. NDFG is not obligated to honor orders under this amount.	\$100.00. NDFG is not obligated to honor orders under this amount.	\$100.00. NDFG is not obligated to honor orders under this amount.	\$100.00. NDFG is not obligated to honor orders under this amount.	\$100.00. NDFG is not obligated to honor orders under this amount.
8. Geographic Coverage	The 48 contiguous states, District of Columbia, Alaska, Hawaii, and the Commonwealth of Puerto Rico.	The 48 contiguous states, District of Columbia, Alaska, Hawaii, and the Commonwealth of Puerto Rico.	The 48 contiguous states, District of Columbia, Alaska, Hawaii, and the Commonwealth of Puerto Rico.	The 48 contiguous states, District of Columbia, Alaska, Hawaii, and the Commonwealth of Puerto Rico.	The 48 contiguous states, District of Columbia, Alaska, Hawaii, and the Commonwealth of Puerto Rico.
9. Point of Production	NDFG, Herndon, VA	NDFG, Herndon, VA	NDFG, Herndon, VA	NDFG, Herndon, VA	NDFG, Herndon, VA
10. Discount from List Price	All prices shown are net Government prices unless otherwise indicated.	All prices shown are net Government prices unless otherwise indicated.	All prices shown are net Government prices unless otherwise indicated.	All prices shown are net Government prices unless otherwise indicated.	All prices shown are net Government prices unless otherwise indicated.
11. Quality Discounts	None	None	None	None	None
12. Prompt Payment Terms	Net 30 days	Net 30 days	Net 30 days	Net 30 days	Net 30 days
13. Government Purchase Cards	NDFG accepts the Government purchase card for orders at or below the micro-purchase threshold.	NDFG accepts the Government purchase card for orders at or below the micro-purchase threshold.	NDFG accepts the Government purchase card for orders at or below the micro-purchase threshold.	NDFG accepts the Government purchase card for orders at or below the micro-purchase threshold.	NDFG accepts the Government purchase card for orders at or below the micro-purchase threshold.
a. Micro-purchase threshold	NDFG accepts the Government purchase card for orders at or below the micro-purchase threshold.	NDFG accepts the Government purchase card for orders at or below the micro-purchase threshold.	NDFG accepts the Government purchase card for orders at or below the micro-purchase threshold.	NDFG accepts the Government purchase card for orders at or below the micro-purchase threshold.	NDFG accepts the Government purchase card for orders at or below the micro-purchase threshold.
b. Above the Micro-purchase threshold	NDFG accepts the Government purchase card for orders at or above the micro-purchase threshold.	NDFG accepts the Government purchase card for orders at or above the micro-purchase threshold.	NDFG accepts the Government purchase card for orders at or above the micro-purchase threshold.	NDFG accepts the Government purchase card for orders at or above the micro-purchase threshold.	NDFG accepts the Government purchase card for orders at or above the micro-purchase threshold.
14. Foreign Items	None	None	None	None	None
15. Delivery Information	Specified in negotiated delivery/ task orders	Specified in negotiated delivery/task orders	Specified in negotiated delivery/ task orders	Specified in negotiated delivery/task orders	Specified in negotiated delivery/task orders
a. Time of Delivery					
b. Expedited Delivery					
c. Overnight & second-day delivery					
d. Urgent Requirements					
16.F.O.B. point(s)	Specified in negotiated delivery/task orders	Specified in negotiated delivery/task orders	Specified in negotiated delivery/task orders	Specified in negotiated delivery/task orders	Specified in negotiated delivery/task orders
17. Ordering Information	See Page 1	See Page 1	See Page 1	See Page 1	See Page 1
a. Ordering Address					
b. Ordering Procedures					
18. Payment Address	See Page 1	See Page 1	See Page 1	See Page 1	See Page 1
19.Warranty Provision	None	None	None	None	None
20. Export Charges, if applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
21. Terms and Conditions for Government Purchase Card	NDFG accepts government commercial cards in accordance with government commercial credit card program guidelines.	NDFG accepts government commercial cards in accordance with government commercial credit card program guidelines.	NDFG accepts government commercial cards in accordance with government commercial credit card program guidelines.	NDFG accepts government commercial cards in accordance with government commercial credit card program guidelines.	NDFG accepts government commercial cards in accordance with government commercial credit card program guidelines.
22. Terms and Conditions for	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable

	IT	MOBIS	AIMS	FABS	PES
Rental, Maintenance, Repair, and Installation					
23. Terms and Conditions for Any Other Services	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
24. List of Services	See Table of Contents	See Table of Contents	See Table of Contents	See Table of Contents	See Table of Contents
25. List of Participating Dealers	Not applicable	Not Applicable	Not applicable	Not Applicable	Not Applicable

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the cited SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices offered are in line with the geographic scope of the contract (i.e. nationwide).

SCA MATRIX		
SCA Eligible Contract Labor Category	SCA Equivalent Code - Title	Wage Determination (WD) #
SIN C132-51		
Senior Communication Hardware Specialist	14044 - Computer Operator IV	05-2103
Senior Communication Network Specialist	14043 - Computer Operator III	05-2103
Procurement Products Specialist	01313 - Secretary III	05-2103
Senior Technical Writer	30462 - Technical Writer II	05-2103
Associate Network Technician	14043 - Computer Operator III	05-2103
Associate Computer Systems Security Engineer	14101 - Computer Systems Analyst I	05-2103
SINs 874-1, 874-4, 874-7		
Junior Staff	01313 - Secretary III	05-2103
Administrative Staff	01313 - Secretary III	05-2103
Co-Facilitator	01312 - Secretary II	05-2103
Administrative Support	01312 - Secretary II	05-2103
SINs 541-1, 541-2, 541-4A, 541-4C		
General Clerk	01113 - General Clerk III	05-2103
SINs 520-1, 520-2, 520-5, 520-7, 520-8, 520-9, 520-11, 520-12, 520-13, 520-15		
Technical Writer	30461 - Technical Writer I	05-2103
SINs 871-1, 871-2, 871-3, 871-4, 871-5, 871-6		
Technician 3	30085 – Engineering Technician V	05-2103
Technician 2	30084 – Engineering Technician IV	05-2103
Technician 1	30083 – Engineering Technician III	05-2103
Jr. Technician 2	30082 – Engineering Technician II	05-2103
Jr. Technician 1	30081 – Engineering Technician I	05-2103
Documentation Specialist 2	01615 – Documentation Specialist II	05-2103
Documentation Specialist 1	01614 – Documentation Specialist I	05-2103
Jr. Documentation Specialist 2	01613 – Word Processor III	05-2103
Jr. Documentation Specialist 1	01612 – Word Processor II	05-2103
Jr. Technical Writer 2	30462 - Technical Writer II	05-2103
Jr. Technical Writer 1	30462 - Technical Writer II	05-2103
Sr. Admin	01020 – Administrative Assistant	05-2103

Admin 2	01312 – Secretary II	05-2103
Admin 1	01311 - Secretary I	05-2103

Introduction to NTT DATA Services Federal Government, Inc.

NTT DATA Services Federal Government, Inc. (NDFG) is the successor to Dell Services Federal Government, Inc. through acquisition by NTT DATA, Inc. We have successfully performed thousands of engagements for hundreds of government and private-industry clients worldwide. Our overall performance, evaluated independently by Dun & Bradstreet, has consistently been rated very good or outstanding in all categories, which accounts for a high rate of follow-on and repeat business.

NDFG is highly regarded as a professional services firm that consistently delivers service excellence. NDFG has helped its clients achieve success by streamlining their operations, implementing productivity enhancements, and introducing viable automated technologies that help clients accomplish more with less.

ISO 9001: 2008 Certification

NDFG is dedicated to quality through continuous improvement. Our commitment to quality has earned NDFG the ISO 9001: 2008 quality certification. NDFG is among an elite group of organizations in the world registered as compliant with ISO standards. ISO 9001: 2008 is the portion of the ISO 9000 family of standards that establishes quality assurance for production and service activities. The rigorous process of acquiring this certification demonstrates NDFG's commitment to providing its customers with the highest quality products and services, with results validated by the ISO 9001: 2008 accredited registrar.

Information Technology Products and Services (IT)

1. Additional Customer Information

1. Liability for Injury or Damage

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

2. Statistical Data for Government Ordering Office Completion of SF 279

Block 9: G. Order/Modification Under Federal Schedule No. GS-00F-0049M

Block 16: Data Universal Numbering System (DUNS) Number: 175344753

Block 30: Type of Contractor: C. Large Business

Block 31: Woman-Owned Small Business: No

Block 36: Contractor's Taxpayer Identification Number (TIN): 54-1168756

CAGE Code: 4T952

Contractor has registered in the System for Awards Management (SAM) database.

3. Use of Federal Supply Service Information Technology Schedule Contracts in accordance with FAR 8.404.

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

- a. Orders placed at or below the micro-purchase threshold. Ordering activities can place orders at or below the micro-purchase threshold with any Federal Supply Schedule Contractor.
- b. Orders exceeding the micro-purchase threshold but not exceeding the maximum order threshold. Orders should be placed with the Schedule Contractor that can provide the supply or service that represents the best value. Before placing an order, ordering activities should consider reasonably available information about the supply or service offered under MAS contracts by using the "GSA Advantage!" on-line shopping service, or by reviewing the catalogs/pricelists of at least three Schedule Contractors and selecting the delivery and other options available under the schedule that meets the ordering activity's needs. In selecting the supply or service representing the best value, the ordering activity may consider--
 - (1) Special features of the supply or service that are required in effective program performance and that are not provided by a comparable supply or service;
 - (2) Trade-in considerations;
 - (3) Probable life of the item selected as compared with that of a comparable item;
 - (4) Warranty considerations;

- (5) Maintenance availability;
 - (6) Past performance; and
 - (7) Environmental and energy efficiency considerations.
- c. Orders exceeding the maximum order threshold. Each schedule contract has an established maximum order threshold. This threshold represents the point where it is advantageous for the ordering activity to seek a price reduction. In addition to following the procedures in paragraph b, above, and before placing an order that exceeds the maximum order threshold, ordering activities shall--
- Review additional Schedule Contractors'
- (1) Catalogs/pricelists or use the "GSA Advantage!" on-line shopping service;
 - (2) Based upon the initial evaluation, generally seek price reductions from the Schedule Contractor(s) appearing to provide the best value (considering price and other factors); and
 - (3) After price reductions have been sought, place the order with the Schedule Contractor that provides the best value and results in the lowest overall cost alternative. If further price reductions are not offered, an order may still be placed, if the ordering activity determines that it is appropriate.
- NOTE: For orders exceeding the maximum order threshold, the Contractor may:
- (1) Offer a new lower price for this requirement (the Price Reductions clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations);
 - (2) Offer the lowest price available under the contract; or
 - (3) Decline the order (orders must be returned in accordance with FAR 52.216-19).
- d. Blanket purchase agreements (BPAs). The establishment of Federal Supply Schedule BPAs is permitted when following the ordering procedures in FAR 8.404. All schedule contracts contain BPA provisions. Ordering activities may use BPAs to establish accounts with Contractors to fill recurring requirements. BPAs should address the frequency of ordering and invoicing, discounts, and delivery locations and times.
- e. Price reductions. In addition to the circumstances outlined in paragraph c, above, there may be instances when ordering activities will find it advantageous to request a price reduction. For example, when the ordering activity finds a schedule supply or service elsewhere at a lower price or when a BPA is being established to fill recurring requirements, requesting a price reduction could be advantageous. The potential volume of orders under these agreements, regardless of the size of the individual order, may offer the ordering activity the opportunity to secure greater discounts. Schedule Contractors are not required to pass on to all schedule users a price reduction extended only to an individual ordering activity for a specific order.
- f. Small business. For orders exceeding the micro-purchase threshold, ordering activities should give preference to the items of small business concerns when two or more items at the same delivered price will satisfy the requirement.
- g. Documentation. Orders should be documented, at a minimum, by identifying the Contractor the item was purchased from, the item purchased, and the amount paid. If an ordering activity requirement, in excess of the micro-purchase threshold, is defined so as to require a particular brand name, product, or feature of a product peculiar to one manufacturer, thereby precluding consideration of a product manufactured by another company, the ordering activity shall include an explanation in the file as to why the particular brand name, product, or feature is essential to satisfy the ordering activity's needs.

4. Federal Information Technology/Telecommunication Standards Requirements

Ordering activities acquiring products from this Schedule must comply with the provisions of the Federal Standards Program, as appropriate (reference: NIST Federal Standards Index). Inquiries to determine whether or not specific

products listed herein comply with Federal Information Processing Standards (FIPS) or Federal Telecommunication Standards (FED-STDS), which are cited by ordering activities, shall be responded to promptly by the Contractor.

4.1 Federal Information Processing Standards Publications (FIPS PUBS)

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

4.2 Federal Telecommunication Standards (FED-STDS):

Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Supply Service, and Specification Section. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology.

5. Security Requirements

In the event security requirements are necessary, the ordering activities may incorporate in their delivery orders a security clause in accordance with current laws, regulations, and individual ordering activity policy; however, the burden of administering the security requirements shall be with the ordering activity. Any costs incurred as a result of the inclusion of security requirements will be as agreed between NDFG and the ordering activity.

6. Contract Administration for Ordering Activities

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

7. GSA Advantage!

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

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

8. Purchase of Open Market Items

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract.

For administrative convenience, an ordering activity contracting officer may add items not on the Federal Supply Multiple Award Schedule (MAS) -- referred to as open market items -- to a Federal Supply Schedule Blanket Purchase Agreement (BPA) or an individual task or delivery order, only if-

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

9. Blanket Purchase Agreements (BPA)

Federal Acquisition Regulation (FAR) 13.303-1(a) defines Blanket Purchase Agreements (BPAs) as "...a simplified method of filling anticipated repetitive needs for supplies or services by establishing 'charge accounts' with qualified sources of supply." The use of Blanket Purchase Agreements under the Federal Supply Schedule Program is authorized in accordance with FAR 13.303-2(c)(3), which reads, in part, as follows:

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

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

10. Contractor Team Arrangements

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

11. Installation, De-installation, Reinstallation

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

furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirement of the Davis-Bacon Act applies.

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, de-installation, and reinstallation services.

12. Section 508 Compliance

If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following: www.Section508.gov/.

13. Prime Contractor Ordering From Federal Supply Schedules

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

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

2. Terms and Conditions Applicable to IT Professional Services

1. Scope

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

2. Performance Incentives (I-FCI-60) (May 2003)

- a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual 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. Ordering Procedures for Services (Requiring A Statement of Work) (G-FCI-920)

FAR 8.402 contemplates that GSA may occasionally find it necessary to establish special ordering procedures for individual Federal Supply Schedules or for some Special Item Numbers (SIN) within a Schedule. GSA has established special ordering procedures for services that require a Statement of Work. These special ordering procedures take precedence over the procedures in FAR 8.404 (b)(2) through (b)(3).

When ordering services over \$100,000, Department of Defense (DoD) ordering offices and non-DoD agencies placing orders on behalf of DoD must follow the policies and procedures in the Defense Federal Acquisition Regulation Supplement (DFARS) 208.404-70 – Additional ordering procedures for services. When DFARS 208.404-70 is applicable and there is a conflict between the ordering procedures contained in this clause and the additional ordering procedures for services in DFARS 208.404-70, the DFARS procedures take precedence.

GSA has determined that the prices for services contained in this price list are fair and reasonable. However, the ordering activity using this contract is responsible for considering the level of effort and mix of labor proposed to perform a specific task being ordered and for making a determination that the total firm-fixed price or ceiling price is fair and reasonable.

(a) When ordering services, ordering activities shall—

(1) Prepare a Request (Request for Quote or other communication tool):

- (i) A statement of work (a performance-based statement of work is preferred) that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria, and any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared.
- (ii) The request should include the statement of work and request the contractors to submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested, unless the ordering activity makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and-materials proposal may be requested. The firm-fixed price shall be based on the prices in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm-fixed price of the order should also include any travel costs or other incidental costs related to performance of the services ordered, unless the order provides for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations. A ceiling price must be established for labor-hour and time-and-materials orders.
- (iii) The request may ask the contractors, if necessary or appropriate, to submit a project plan for performing the task, and information on the contractor's experience and/or past performance performing similar tasks.
- (iv) The request shall notify the contractors what basis will be used for selecting the contractor to receive the order. The notice shall include the basis for determining whether the contractors are technically qualified and provide an explanation regarding the intended use of any experience and/or past performance information in determining technical qualification of responses.

(2) Transmit the Request to Contractors:

Based upon an initial evaluation of catalogs and price lists, the ordering activity should identify the contractors that appear to offer the best value (considering the scope of services offered, pricing and other factors such as contractors' locations, as appropriate) and transmit the request as follows:

- (i) The request shall be provided to three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not exceed the maximum order threshold.
- (ii) For proposed orders exceeding the maximum order threshold, the request should be provided to an appropriate number of additional contractors that offer services that will meet the ordering activity's needs.
- (iii) In addition, the request shall be provided to any contractor who specifically requests a copy of the request for the proposed order.
- (iv) Ordering activities should strive to minimize the contractors' costs associated with responding to requests for quotes for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement. Oral presentations should be considered, when possible.

(3) Evaluate Responses and Select the Contractor to Receive the Order:

After responses have been evaluated against the factors identified in the request, the order should be placed with the schedule contractor that represents the best value. (See FAR 8.404)

- (b) The establishment of Federal Supply Schedule Blanket Purchase Agreements (BPA) for recurring services is permitted when the procedures outlined herein are followed. All BPAs for services must define the services that may be ordered under the BPA, along with delivery or performance time frames, billing procedures, etc. The potential volume of orders under BPAs, regardless of the size of individual orders, may offer the ordering activity the opportunity to secure volume discounts. When establishing BPAs, ordering activities shall—
 - (1) Inform contractors in the request (based on the ordering activity's requirement) if a single BPA or multiple BPAs will be established, and indicate the basis that will be used for selecting the contractors to be awarded the BPAs.
 - (i) **SINGLE BPA:** Generally, a single BPA should be established when the ordering activity can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for service arises. The schedule contractor that represents the best value should be awarded the BPA. (See FAR 8.404)
 - (ii) **MULTIPLE BPAs:** When the ordering activity determines multiple BPAs are needed to meet its requirements, the ordering activity should determine which contractors can meet any technical qualifications before establishing the BPAs. When establishing multiple BPAs, the procedures in (a)(2) above must be followed. The procedures at (a)(2) do not apply to orders issued under multiple BPAs. Authorized users must transmit the request for quote for an order to all BPA holders and then place the order with the BPA holder that represents the best value.
 - (2) **Review BPAs Periodically:** Such reviews shall be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the best value. (See FAR 8.404)
- (c) The ordering activity should give preference to small business concerns when two or more contractors can provide the services at the same firm-fixed price or ceiling price.
- (d) When the ordering activity's requirement involves both products as well as executive, administrative and/or professional, services, the ordering activity should total the prices for the products and the firm-fixed price for the services and select the contractor that represents the best value. (See FAR 8.404)
- (e) The ordering activity, at a minimum, should document orders by identifying the contractor from which the services were purchased, the services purchased, and the amount paid. If other than a firm-fixed price order is placed, such documentation should include the basis for the determination to use a labor-hour or

time-and-materials order. For ordering activity requirements in excess of the micro-purchase threshold, the order file should document the evaluation of Schedule contractors' quotes that formed the basis for the selection of the contractor that received the order and the rationale for any trade-offs made in making the selection.

4. 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 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.

5. 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/EC 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.

6. Inspection of Services

The Inspection of Services–Fixed Price clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection–Time-and-Materials and Labor-Hour 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 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/EC Services.

9. Independent Contractor

All IT/EC 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/EC 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 (Alternate I) at FAR 52.232-7 applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts (Alternate II) at FAR 52.232-7 applies to labor-hour orders placed under this contract.

13. Resumes

Resumes for individuals designated at “key personnel” shall be provided to the GSA contracting officer or the ordering activity contracting officer 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.

3. Labor Rates

NDFG labor rates are divided into two lists: Government-Site Rates and Contractor-Site Rates. Rates include an industrial Funding Fee (IFF) of .75% and annual escalation of 1.8%. (CLIN numbers are not consecutive.)

IT GOVERNMENT-SITE RATES		Ordering Period				
CLIN No.	Labor Category	12/29/14 - 8/23/15	8/24/15 - 8/23/16	8/24/16 - 8/23/17	8/24/17 - 8/23/18	8/24/18 - 8/23/19
SV002	Associate Application Programmer	\$52.47	\$53.41	\$54.38	\$55.35	\$56.35
SV003	Senior Application Programmer	\$69.46	\$70.71	\$71.98	\$73.28	\$74.60
SV004	Principal Application Programmer	\$108.23	\$110.18	\$112.16	\$114.18	\$116.24
SV005	Associate Business Manager	\$107.28	\$109.21	\$111.18	\$113.18	\$115.22
SV006	Senior Business Manager	\$136.88	\$139.34	\$141.85	\$144.41	\$147.00
SV007	Principal Business Manager	\$180.19	\$183.43	\$186.74	\$190.10	\$193.52
SV008	Senior Communication Hardware Specialist	\$54.34	\$55.32	\$56.31	\$57.33	\$58.36
SV009	Principal Communication Hardware Specialist	\$81.50	\$82.97	\$84.46	\$85.98	\$87.53
SV010	Senior Communication Network Specialist	\$47.29	\$48.14	\$49.01	\$49.89	\$50.79
SV011	Principal Communication Network Specialist	\$69.46	\$70.71	\$71.98	\$73.28	\$74.60
SV012	Senior Communication Software Specialist	\$54.34	\$55.32	\$56.31	\$57.33	\$58.36
SV013	Principal Communication Software Specialist	\$67.65	\$68.87	\$70.11	\$71.37	\$72.65
SV014	Associate Computer Systems Analyst	\$52.47	\$53.41	\$54.38	\$55.35	\$56.35
SV015	Senior Computer Systems Analyst	\$63.22	\$64.36	\$65.52	\$66.70	\$67.90
SV016	Principal Computer Systems Analyst	\$81.50	\$82.97	\$84.46	\$85.98	\$87.53
SV018	Database Analyst	\$81.50	\$82.97	\$84.46	\$85.98	\$87.53
SV019	Functional Subject Matter Expert	\$126.09	\$128.36	\$130.67	\$133.02	\$135.42
SV021	Associate Information Systems Engineer	\$81.50	\$82.97	\$84.46	\$85.98	\$87.53
SV022	Senior Information Systems Engineer	\$126.09	\$128.36	\$130.67	\$133.02	\$135.42
SV023	Principal Information Systems Engineer	\$138.21	\$140.70	\$143.23	\$145.81	\$148.43
SV026	Procurement Products Specialist	\$52.47	\$53.41	\$54.38	\$55.35	\$56.35
SV027	Associate Program Manager	\$122.43	\$124.63	\$126.88	\$129.16	\$131.49
SV028	Senior Program Manager	\$139.20	\$141.71	\$144.26	\$146.85	\$149.50
SV029	Principal Program Manager	\$160.89	\$163.79	\$166.73	\$169.74	\$172.79
SV030	Quality Assurance Specialist	\$69.46	\$70.71	\$71.98	\$73.28	\$74.60
SV031	Associate Software Engineer	\$52.47	\$53.41	\$54.38	\$55.35	\$56.35
SV032	Senior Software Engineer	\$81.50	\$82.97	\$84.46	\$85.98	\$87.53
SV033	Principal Software Engineer	\$126.09	\$128.36	\$130.67	\$133.02	\$135.42
SV037	Associate System Engineer	\$63.22	\$64.36	\$65.52	\$66.70	\$67.90
SV038	Senior System Engineer	\$104.62	\$106.50	\$108.42	\$110.37	\$112.36
SV039	Principal System Engineer	\$138.21	\$140.70	\$143.23	\$145.81	\$148.43
SV040	Associate System Programmer	\$63.22	\$64.36	\$65.52	\$66.70	\$67.90
SV041	Senior System Programmer	\$69.46	\$70.71	\$71.98	\$73.28	\$74.60
SV042	Principal System Programmer	\$81.50	\$82.97	\$84.46	\$85.98	\$87.53
SV043	Senior Technical Writer	\$54.34	\$55.32	\$56.31	\$57.33	\$58.36

CLIN No.	Labor Category	12/29/14 - 8/23/15	8/24/15 - 8/23/16	8/24/16 - 8/23/17	8/24/17 - 8/23/18	8/24/18 - 8/23/19
SV044	Principal Technical Writer	\$69.46	\$70.71	\$71.98	\$73.28	\$74.60
SV045	Associate Task Order Project Manager	\$115.70	\$117.78	\$119.90	\$122.06	\$124.26
SV046	Senior Task Order Project Manager	\$139.20	\$141.71	\$144.26	\$146.85	\$149.50
SV047	Principal Task Order Project Manager	\$160.89	\$163.79	\$166.73	\$169.74	\$172.79
SV048	Senior Training Specialist	\$69.46	\$70.71	\$71.98	\$73.28	\$74.60
SV049	Principal Training Specialist	\$90.96	\$92.60	\$94.26	\$95.96	\$97.69
SV126	Database Administrator	\$108.72	\$110.68	\$112.67	\$114.70	\$116.76
SV127	Associate Network Engineer	\$67.65	\$68.87	\$70.11	\$71.37	\$72.65
SV128	Senior Network Engineer	\$104.62	\$106.50	\$108.42	\$110.37	\$112.36
SV129	Principal Network Engineer	\$138.21	\$140.70	\$143.23	\$145.81	\$148.43
SV130	Associate Programmer Analyst	\$50.86	\$51.78	\$52.71	\$53.66	\$54.62
SV131	Senior Programmer Analyst	\$72.35	\$73.65	\$74.98	\$76.33	\$77.70
SV132	Principal Programmer Analyst	\$90.96	\$92.60	\$94.26	\$95.96	\$97.69
SV133	Senior Quality Assurance Specialist	\$81.50	\$82.97	\$84.46	\$85.98	\$87.53
SV134	Principal Quality Assurance Specialist	\$104.62	\$106.50	\$108.42	\$110.37	\$112.36
SV135	Associate Network Technician	\$47.29	\$48.14	\$49.01	\$49.89	\$50.79
SV136	Senior Network Technician	\$63.22	\$64.36	\$65.52	\$66.70	\$67.90
SV137	Principal Network Technician	\$108.23	\$110.18	\$112.16	\$114.18	\$116.24
SV138	Associate Network Administrator	\$52.47	\$53.41	\$54.38	\$55.35	\$56.35
SV139	Senior Network Administrator	\$81.50	\$82.97	\$84.46	\$85.98	\$87.53
SV140	Principal Network Administrator	\$108.72	\$110.68	\$112.67	\$114.70	\$116.76
SV141	Associate Reengineering Specialist	\$138.21	\$140.70	\$143.23	\$145.81	\$148.43
SV142	Senior Reengineering Specialist	\$180.19	\$183.43	\$186.74	\$190.10	\$193.52
SV144	Associate Information Architecture Specialist	\$126.09	\$128.36	\$130.67	\$133.02	\$135.42
SV145	Senior Information Architecture Specialist	\$138.21	\$140.70	\$143.23	\$145.81	\$148.43
SV146	Principal Information Architecture Specialist	\$180.19	\$183.43	\$186.74	\$190.10	\$193.52
SV148	Associate Computer Systems Security Engineer	\$52.47	\$53.41	\$54.38	\$55.35	\$56.35
SV149	Senior Computer Systems Security Engineer	\$69.46	\$70.71	\$71.98	\$73.28	\$74.60
SV150	Principal Computer Systems Security Engineer	\$126.09	\$128.36	\$130.67	\$133.02	\$135.42
SV151	Senior (Functional) Subject Matter Expert	\$138.21	\$140.70	\$143.23	\$145.81	\$148.43
SV152	Principal (Functional) Subject Matter Expert	\$180.19	\$183.43	\$186.74	\$190.10	\$193.52

IT CONTRACTOR-SITE RATES		Ordering Period				
CLIN No.	Labor Category	12/29/14 - 8/23/15	8/24/15 - 8/23/16	8/24/16 - 8/23/17	8/24/17 - 8/23/18	8/24/18 - 8/23/19
SV051	Associate Application Programmer	\$62.78	\$63.91	\$65.06	\$66.23	\$67.42
SV052	Senior Application Programmer	\$83.10	\$84.60	\$86.12	\$87.67	\$89.25
SV053	Principal Application Programmer	\$129.48	\$131.81	\$134.18	\$136.60	\$139.06
SV054	Associate Business Manager	\$128.37	\$130.68	\$133.03	\$135.43	\$137.87
SV055	Senior Business Manager	\$163.78	\$166.73	\$169.73	\$172.78	\$175.89
SV056	Principal Business Manager	\$215.61	\$219.49	\$223.44	\$227.46	\$231.56
SV057	Senior Communication Hardware Specialist	\$65.01	\$66.18	\$67.37	\$68.58	\$69.82
SV058	Principal Communication Hardware Specialist	\$97.51	\$99.27	\$101.05	\$102.87	\$104.72
SV059	Senior Communication Network Specialist	\$56.59	\$57.61	\$58.65	\$59.70	\$60.78
SV060	Principal Communication Network Specialist	\$83.10	\$84.60	\$86.12	\$87.67	\$89.25
SV061	Senior Communication Software Specialist	\$65.01	\$66.18	\$67.37	\$68.58	\$69.82
SV062	Principal Communication Software Specialist	\$80.95	\$82.41	\$83.89	\$85.40	\$86.94
SV063	Associate Computer Systems Analyst	\$62.78	\$63.91	\$65.06	\$66.23	\$67.42
SV064	Senior Computer Systems Analyst	\$75.64	\$77.00	\$78.39	\$79.80	\$81.23
SV065	Principal Computer Systems Analyst	\$97.51	\$99.27	\$101.05	\$102.87	\$104.72
SV067	Database Analyst	\$97.51	\$99.27	\$101.05	\$102.87	\$104.72
SV068	Functional Subject Matter Expert	\$150.87	\$153.59	\$156.35	\$159.16	\$162.03
SV070	Associate Information Systems Engineer	\$97.51	\$99.27	\$101.05	\$102.87	\$104.72
SV071	Senior Information Systems Engineer	\$150.87	\$153.59	\$156.35	\$159.16	\$162.03
SV072	Principal Information Systems Engineer	\$165.38	\$168.36	\$171.39	\$174.47	\$177.61
SV075	Procurement Products Specialist	\$62.78	\$63.91	\$65.06	\$66.23	\$67.42
SV076	Associate Program Manager	\$146.50	\$149.14	\$151.82	\$154.55	\$157.34
SV077	Senior Program Manager	\$166.57	\$169.57	\$172.62	\$175.73	\$178.89
SV078	Principal Program Manager	\$192.51	\$195.98	\$199.50	\$203.09	\$206.75
SV079	Quality Assurance Specialist	\$83.10	\$84.60	\$86.12	\$87.67	\$89.25
SV080	Associate Software Engineer	\$62.78	\$63.91	\$65.06	\$66.23	\$67.42
SV081	Senior Software Engineer	\$97.51	\$99.27	\$101.05	\$102.87	\$104.72
SV082	Principal Software Engineer	\$150.87	\$153.59	\$156.35	\$159.16	\$162.03
SV086	Associate System Engineer	\$75.64	\$77.00	\$78.39	\$79.80	\$81.23
SV087	Senior System Engineer	\$125.18	\$127.43	\$129.73	\$132.06	\$134.44
SV088	Principal System Engineer	\$165.38	\$168.36	\$171.39	\$174.47	\$177.61
SV089	Associate System Programmer	\$75.64	\$77.00	\$78.39	\$79.80	\$81.23
SV090	Senior System Programmer	\$83.10	\$84.60	\$86.12	\$87.67	\$89.25
SV091	Principal System Programmer	\$97.51	\$99.27	\$101.05	\$102.87	\$104.72
SV092	Senior Technical Writer	\$65.01	\$66.18	\$67.37	\$68.58	\$69.82
SV093	Principal Technical Writer	\$83.10	\$84.60	\$86.12	\$87.67	\$89.25
SV094	Associate Task Order Project Manager	\$138.44	\$140.93	\$143.47	\$146.05	\$148.68
SV095	Senior Task Order Project Manager	\$166.57	\$169.57	\$172.62	\$175.73	\$178.89
SV096	Principal Task Order Project Manager	\$192.51	\$195.98	\$199.50	\$203.09	\$206.75

CLIN No.	Labor Category	12/29/14 - 8/23/15	8/24/15 - 8/23/16	8/24/16 - 8/23/17	8/24/17 - 8/23/18	8/24/18 - 8/23/19
SV097	Senior Training Specialist	\$83.10	\$84.60	\$86.12	\$87.67	\$89.25
SV098	Principal Training Specialist	\$108.84	\$110.80	\$112.79	\$114.82	\$116.89
SV099	Database Administrator	\$130.08	\$132.42	\$134.81	\$137.23	\$139.70
SV100	Associate Network Engineer	\$80.95	\$82.41	\$83.89	\$85.40	\$86.94
SV101	Senior Network Engineer	\$125.18	\$127.43	\$129.73	\$132.06	\$134.44
SV102	Principal Network Engineer	\$165.38	\$168.36	\$171.39	\$174.47	\$177.61
SV103	Associate Programmer Analyst	\$60.85	\$61.95	\$63.06	\$64.20	\$65.35
SV104	Senior Programmer Analyst	\$86.56	\$88.12	\$89.70	\$91.32	\$92.96
SV105	Principal Programmer Analyst	\$108.84	\$110.80	\$112.79	\$114.82	\$116.89
SV106	Senior Quality Assurance Specialist	\$97.51	\$99.27	\$101.05	\$102.87	\$104.72
SV107	Principal Quality Assurance Specialist	\$125.18	\$127.43	\$129.73	\$132.06	\$134.44
SV108	Associate Network Technician	\$56.59	\$57.61	\$58.65	\$59.70	\$60.78
SV109	Senior Network Technician	\$75.64	\$77.00	\$78.39	\$79.80	\$81.23
SV110	Principal Network Technician	\$129.48	\$131.81	\$134.18	\$136.60	\$139.06
SV111	Associate Network Administrator	\$62.78	\$63.91	\$65.06	\$66.23	\$67.42
SV112	Senior Network Administrator	\$97.51	\$99.27	\$101.05	\$102.87	\$104.72
SV113	Principal Network Administrator	\$130.08	\$132.42	\$134.81	\$137.23	\$139.70
SV114	Associate Reengineering Specialist	\$165.38	\$168.36	\$171.39	\$174.47	\$177.61
SV115	Senior Reengineering Specialist	\$215.61	\$219.49	\$223.44	\$227.46	\$231.56
SV117	Associate Information Architecture Specialist	\$150.87	\$153.59	\$156.35	\$159.16	\$162.03
SV118	Senior Information Architecture Specialist	\$165.38	\$168.36	\$171.39	\$174.47	\$177.61
SV119	Principal Information Architecture Specialist	\$215.61	\$219.49	\$223.44	\$227.46	\$231.56
SV121	Associate Computer Systems Security Engineer	\$62.78	\$63.91	\$65.06	\$66.23	\$67.42
SV122	Senior Computer Systems Security Engineer	\$83.10	\$84.60	\$86.12	\$87.67	\$89.25
SV123	Principal Computer Systems Security Engineer	\$150.87	\$153.59	\$156.35	\$159.16	\$162.03
SV124	Senior (Functional) Subject Matter Expert	\$165.38	\$168.36	\$171.39	\$174.47	\$177.61
SV125	Principal (Functional) Subject Matter Expert	\$215.61	\$219.49	\$223.44	\$227.46	\$231.56

4. Labor Category Descriptions

These labor category descriptions include a functional description and the minimum education and experience necessary to perform the services in the labor category. Additional experience is an acceptable substitute for college degree requirements. One-and-one-half (1.5) years of additional experience can substitute for one (1) year of a typical degree program. For example, if a labor category requires a Bachelor's degree which is typically a four-year program, an additional six years of experience can substitute for the Bachelor's degree.

Associate Application Programmer – CLINs SV002 and SV051

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

Minimum Education: Bachelor's Degree; **Minimum Experience:** 1 year

Senior Application Programmer – CLINs SV003 and SV052

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

Minimum Education: Bachelor's Degree; **Minimum Experience:** 4 years

Principal Application Programmer – CLINs SV004 and SV053

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

Minimum Education: Bachelor's Degree; **Minimum Experience:** 6 years

Associate Business Manager – CLINs SV005 and SV054

Functional Description: Manages substantial contract support operations involving multiple projects/task orders and personnel at diverse locations. Organizes, directs, and coordinates the planning and execution of all contract support activities. Has demonstrated communications skills with all levels of management. Establishes and alters (as necessary) management structure to effectively direct contract support activities. Meets and confers with Government management officials regarding the status of specific procurement activities as well as problems, issues, or conflicts requiring resolution. Is capable of negotiating and making binding decisions for the company. Serves as the Contractor counterpart for the Government Contracting Officer.

Minimum Education: Bachelor's Degree; **Minimum Experience:** 5 years

Senior Business Manager – CLINs SV006 and SV055

Functional Description: Manages substantial contract support operations involving multiple projects/task orders and personnel at diverse locations. Organizes, directs, and coordinates the planning and execution of all contract support activities. Has demonstrated communications skills with all levels of management. Establishes and alters (as necessary) management structure to effectively direct contract support activities. Meets and confers with Government management officials regarding the status of specific procurement activities as well as problems, issues, or conflicts requiring resolution. Is capable of negotiating and making binding decisions for the company. Serves as the Contractor counterpart for the Government Contracting Officer.

Minimum Education: Master's Degree; **Minimum Experience:** 10 years

Principal Business Manager – CLINs SV007 and SV056

Functional Description: Manages substantial contract support operations involving multiple projects/task orders and personnel at diverse locations. Organizes, directs, and coordinates the planning and execution of all contract support activities. Has demonstrated communications skills with all levels of management. Establishes and alters (as necessary) management structure to effectively direct contract support activities. Meets and confers with Government management officials regarding the status of specific procurement activities as well as problems, issues, or conflicts requiring resolution. Is capable of negotiating and making binding decisions for the company. Serves as the Contractor counterpart for the Government Contracting Officer.

Minimum Education: Master's Degree; **Minimum Experience:** 20 years

Senior Communication Hardware Specialist – CLINs SV008 and SV057

Functional Description: Analyzes network and computer communications hardware characteristics and recommends equipment procurement, removal, and modification. Adds, deletes, and modifies, as required, host, terminal, and network devices. Assists and coordinates with communications network specialists in the area of communications software. Analyzes and implements communications standards and protocols according to site requirements.

Minimum Education: High School Diploma or General Education Development (GED) Certification; **Minimum Experience:** 6 years

Principal Communication Hardware Specialist – CLINs SV009 and SV058

Functional Description: Analyzes network and computer communications hardware characteristics and recommends equipment procurement, removal, and modification. Adds, deletes, and modifies, as required, host, terminal, and network devices. Assists and coordinates with communications network specialists in the area of communications software. Analyzes and implements communications standards and protocols according to site requirements.

Minimum Education: Bachelor's Degree; **Minimum Experience:** 6 years

Senior Communication Network Specialist – CLINs SV010 and SV059

Functional Description: Analyzes network characteristics (e.g., traffic, connect time, transmission speeds, packet sizes, and throughput) and recommends procurement, removal, and modification of network components. Designs and optimizes network components and capabilities. Ensures system maintenance and coordinates requirements with users and suppliers. Provides support for all phases of analysis, design, testing, and implementation of networks and the telecommunications infrastructure to support electronic commerce/electronic data interchange (EC/EDI) functions.

Minimum Education: High School Diploma or General Education Development (GED) Certification; **Minimum Experience:** 4 years

Principal Communication Network Specialist – CLINs SV011 and SV060

Functional Description: Analyzes network characteristics (e.g., traffic, connect time, transmission speeds, packet sizes, and throughput) and recommends procurement, removal, and modification of network components. Designs and optimizes network components and capabilities. Ensures system maintenance and coordinates requirements with users and suppliers. Provides support for all phases of analysis, design, testing, and implementation of networks and the telecommunications infrastructure to support electronic commerce/electronic data interchange (EC/EDI) functions.

Minimum Education: Bachelor's Degree; **Minimum Experience:** 4 years

Senior Communication Software Specialist – CLINs SV012 and SV061

Functional Description: Analyzes network and computer communications software characteristics and recommends software procurement, removal, and modification. Adds, deletes, and modifies, as required, host, terminal, and network devices in light of discerned software needs/problems. Assists and coordinates with communications network specialists in the area of communication software.

Minimum Education: High School Diploma or General Education Development (GED) Certification; **Minimum Experience:** 6 years

Principal Communication Software Specialist – CLINs SV013 and SV062

Functional Description: Analyzes network and computer communications software characteristics and recommends software procurement, removal, and modification. Adds, deletes, and modifies, as required, host, terminal, and network devices in light of discerned software needs/problems. Assists and coordinates with communications network specialists in the area of communication software.

Minimum Education: Bachelor's Degree; **Minimum Experience:** 5 years

Associate Computer Systems Analyst – CLINs SV014 and SV063

Functional Description: Develops and/or oversees plans for automated data processing systems from project inception to conclusion. Analyzes information to be processed. Defines and analyzes problems and develops system requirements and program specifications, from which programmers prepare detailed flow charts, programs, and tests. Coordinates closely with programmers to ensure proper implementation of program and system specifications. Develops, in conjunction with functional users, system alternative solutions. Provides support for the installation, testing, implementation, and ongoing maintenance of the hardware/software to support EC/EDI functions and provides expertise in the area of EC/EDI translation software and systems. Analyzes, develops, and/or reviews computer software processes for a wide range of capabilities, including numerous engineering, business, and records management functions.

Minimum Education: Bachelor's Degree; **Minimum Experience:** 1 year

Senior Computer Systems Analyst – CLINs SV015 and SV064

Functional Description: Develops and/or oversees plans for automated data processing systems from project inception to conclusion. Analyzes information to be processed. Defines and analyzes problems and develops system requirements and program specifications, from which programmers prepare detailed flow charts, programs, and tests. Coordinates closely with programmers to ensure proper implementation of program and system specifications. Develops, in conjunction with functional users, system alternative solutions. Provides support for the installation, testing, implementation, and ongoing maintenance of the hardware/software to support EC/EDI functions and provides expertise in the area of EC/EDI translation software and systems. Analyzes, develops, and/or reviews computer software processes for a wide range of capabilities, including numerous engineering, business, and records management functions.

Minimum Education: Bachelor's Degree; **Minimum Experience:** 3 years

Principal Computer Systems Analyst – CLINs SV016 and SV065

Functional Description: Develops and/or oversees plans for automated data processing systems from project inception to conclusion. Analyzes information to be processed. Defines and analyzes problems and develops system requirements and program specifications, from which programmers prepare detailed flow charts, programs, and tests. Coordinates closely with programmers to ensure proper implementation of program and system specifications. Develops, in conjunction with functional users, system alternative solutions. Provides support for the installation, testing, implementation, and ongoing maintenance of the hardware/software to support EC/EDI functions and provides expertise in the area of EC/EDI translation software and systems. Analyzes, develops, and/or reviews computer software processes for a wide range of capabilities, including numerous engineering, business, and records management functions.

Minimum Education: Bachelor's Degree; **Minimum Experience:** 6 years

Database Analyst – CLINs SV018 and SV067

Functional Description: Evaluates and recommends available Database Management System (DBMS) products and services to support validated user requirements. Defines file organization, indexing methods, and security procedures for specific user applications. Manages and/or develops database projects. Provides highly technical expertise in the use of DBMS concepts.

Minimum Education: Bachelor's Degree; **Minimum Experience:** 6 years

Functional Subject Matter Expert – CLINs SV019 and SV068

Functional Description: Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task. Possesses requisite knowledge and expertise so recognized in the professional community that the Government is able to qualify the individual as an expert, in the field for an actual Task Order. Demonstrates exceptional oral and written communications skills. Analyzes user needs to determine functional requirement.

Minimum Education: Master's Degree; **Minimum Experience:** 8 years

Associate Information Systems Engineer – CLINs SV021 and SV070

Functional Description: Applies business process improvement practices to reengineer methodologies/principles and business process modernization projects. Applies, as appropriate, activity and data modeling, transaction flow analysis internal control and risk analysis, and modern business methods and performance measurement techniques. Assists in establishing standards for information systems procedures. Develops and applies organization-wide information models for use in designing and building integrated, shared software and database management systems. Constructs sound, logical business improvement opportunities consistent with configuration information management guiding principles, cost savings, and open architecture objectives. Analyzes information requirements. Evaluates workflow, organization, and planning problems analytically and systematically. Develops appropriate corrective action.

Minimum Education: Bachelor's Degree; **Minimum Experience:** 6 years

Senior Information Systems Engineer – CLINs SV022 and SV071

Functional Description: Applies business process improvement practices to reengineer methodologies/principles and business process modernization projects. Applies, as appropriate, activity and data modeling, transaction flow analysis internal control and risk analysis, and modern business methods and performance measurement techniques. Assists in establishing standards for information systems procedures. Develops and applies organization-wide information models for use in designing and building integrated, shared software and database management systems. Constructs sound, logical business improvement opportunities consistent with configuration information management guiding principles, cost savings, and open architecture objectives. Analyzes information requirements. Evaluates workflow, organization, and planning problems analytically and systematically. Develops appropriate corrective action.

Minimum Education: Master's Degree; **Minimum Experience:** 8 years

Principal Information Systems Engineer – CLINs SV023 and SV072

Functional Description: Applies business process improvement practices to reengineer methodologies/principles and business process modernization projects. Applies, as appropriate, activity and data modeling, transaction flow analysis internal control and risk analysis, and modern business methods and performance measurement techniques. Assists in establishing standards for information systems procedures. Develops and applies organization-wide information models for use in designing and building integrated, shared software and database management systems. Constructs sound, logical business improvement opportunities consistent with configuration information management guiding principles, cost savings, and open architecture objectives. Analyzes information requirements. Evaluates workflow, organization, and planning problems analytically and systematically. Develops appropriate corrective action.

Minimum Education: Master's Degree; **Minimum Experience:** 10 years

Procurement Products Specialist – CLINs SV026 and SV075

Functional Description: Reviews RFQs. Select suppliers and formulates quotations to the Government. Maintains a database of RFQs, and monitors activity of terms and conditions with suppliers. Procures, executes, and negotiates subcontracts. Tracks products.

Minimum Education: Bachelor's Degree; **Minimum Experience:** 1 year

Associate Program Manager – CLINs SV027 and SV076

Functional Description: Manages substantial program/technical support operations involving multiple projects/task orders and personnel at diverse locations. Organizes, directs, and coordinates the planning and execution of all program/technical support activities. Has demonstrated information technology expertise and communications skills to

be able to interface with all levels of management. Simultaneously plans and manages the transition of several highly technical projects. Establishes and alters (as necessary) management structure to effectively direct program/technical support activities. Meets and confers with Government management officials regarding the status of specific program/technical activities as well as problems, issues, or conflicts requiring resolution.

Minimum Education: Master's Degree; **Minimum Experience:** 7 years

Senior Program Manager – CLINs SV028 and SV077

Functional Description: Manages substantial program/technical support operations involving multiple projects/task orders and personnel at diverse locations. Organizes, directs, and coordinates the planning and execution of all program/technical support activities. Has demonstrated information technology expertise and communications skills to be able to interface with all levels of management. Simultaneously plans and manages the transition of several highly technical projects. Establishes and alters (as necessary) management structure to effectively direct program/technical support activities. Meets and confers with Government management officials regarding the status of specific program/technical activities as well as problems, issues, or conflicts requiring resolution.

Minimum Education: Master's Degree; **Minimum Experience:** 8 years

Principal Program Manager – CLINs SV029 and SV079

Functional Description: Manages substantial program/technical support operations involving multiple projects/task orders and personnel at diverse locations. Organizes, directs, and coordinates the planning and execution of all program/technical support activities. Has demonstrated information technology expertise and communications skills to be able to interface with all levels of management. Simultaneously plans and manages the transition of several highly technical projects. Establishes and alters (as necessary) management structure to effectively direct program/technical support activities. Meets and confers with Government management officials regarding the status of specific program/technical activities as well as problems, issues, or conflicts requiring resolution.

Minimum Education: Master's Degree; **Minimum Experience:** 10 years

Quality Assurance Specialist – CLINs SV030 and SV079

Functional Description: Develops and defines major and minor characteristics of quality, including quality metrics and scoring parameters, and determines requisite quality control resources for an actual Task Order. 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 lifecycle. Develops and implements quality control methodologies to ensure compliance with quality assurance standards, guidelines, and procedures in a large, computer-based organization.

Minimum Education: Bachelor's Degree; **Minimum Experience:** 4 years

Associate Software Engineer – CLINs SV031 and SV080

Functional Description: Manages software development and support using formal specifications, data flow diagrams, other accepted design techniques, and Computer Aided Software Engineering (CASE) tools. Interprets software requirements and designs specifications code, and integrates and tests software components. Estimates software development costs and schedule. Reviews existing programs and assists in implementing refinements, reducing operating time and improving current techniques. Supervises software configuration management. Analyzes and studies complex system requirements. Designs software tools and subsystems to support software reuse and domain analyses, and manages their implementation.

Minimum Education: Bachelor's Degree; **Minimum Experience:** 1 year

Senior Software Engineer – CLINs SV032 and SV081

Functional Description: Manages software development and support using formal specifications, data flow diagrams, other accepted design techniques, and Computer Aided Software Engineering (CASE) tools. Interprets software requirements and designs specifications code, and integrates and tests software components. Estimates software development costs and schedule. Reviews existing programs and assists in implementing refinements, reducing operating time and improving current techniques. Supervises software configuration management. Analyzes and studies complex system requirements. Designs software tools and subsystems to support software reuse and domain analyses, and manages their implementation.

Minimum Education: Bachelor's Degree; **Minimum Experience:** 6 years

Principal Software Engineer – CLINs SV033 and SV082

Functional Description: Manages software development and support using formal specifications, data flow diagrams, other accepted design techniques, and Computer Aided Software Engineering (CASE) tools. Interprets software requirements and designs specifications code, and integrates and tests software components. Estimates software development costs and schedule. Reviews existing programs and assists in implementing refinements, reducing operating time and improving current techniques. Supervises software configuration management. Analyzes and studies complex system requirements. Designs software tools and subsystems to support software reuse and domain analyses, and manages their implementation.

Minimum Education: Master's Degree; **Minimum Experience:** 8 years

Associate System Engineer – CLINs SV037 and SV086

Functional Description: Ensures systems and applications are compliant with standards for open systems architectures, reference models, and profiles of standards, such as the IEEE Open Systems Environment reference model, as they apply to the implementation and specification of information management solutions on the application platform, across the application program interface, and the external environment/software application. Evaluates and recommends COTS applications and methodologies that can be acquired to provide interoperable, portable, and scalable information technology solutions. Performs the analysis and validation of reusable software/hardware components to ensure the integration of these components into interoperable information management design. Applies software, hardware, and standard information technology skills in the analysis, specification, development, integration, and acquisition of systems for information management applications.

Minimum Education: Bachelor's Degree; **Minimum Experience:** 3 years

Senior System Engineer – CLINs SV038 and SV087

Functional Description: Ensures systems and applications are compliant with standards for open systems architectures, reference models, and profiles of standards, such as the IEEE Open Systems Environment reference model, as they apply to the implementation and specification of information management solutions on the application platform, across the application program interface, and the external environment/software application. Evaluates and recommends COTS applications and methodologies that can be acquired to provide interoperable, portable, and scalable information technology solutions. Performs the analysis and validation of reusable software/hardware components to ensure the integration of these components into interoperable information management design. Applies software, hardware, and standard information technology skills in the analysis, specification, development, integration, and acquisition of systems for information management applications.

Minimum Education: Bachelor's Degree; **Minimum Experience:** 10 years

Principal System Engineer – CLINs SV039 and SV088

Functional Description: Ensures systems and applications are compliant with standards for open systems architectures, reference models, and profiles of standards, such as the IEEE Open Systems Environment reference model, as they apply to the implementation and specification of information management solutions on the application platform, across the application program interface, and the external environment/software application. Evaluates and recommends COTS applications and methodologies that can be acquired to provide interoperable, portable, and scalable information technology solutions. Performs the analysis and validation of reusable software/hardware components to ensure the integration of these components into interoperable information management design. Applies software, hardware, and standard information technology skills in the analysis, specification, development, integration, and acquisition of systems for information management applications.

Minimum Education: Master's Degree; **Minimum Experience:** 10 years

Associate System Programmer – CLINs SV040 and SV089

Functional Description: Modifies existing software as well as creates special-purpose software to ensure efficiency and integrity between systems and applications. Creates and/or maintains operating systems, communications software, database packages, compilers, assemblers, and utility programs.

Minimum Education: Bachelor's Degree; **Minimum Experience:** 3 years

Senior System Programmer – CLINs SV041 and SV090

Functional Description: Modifies existing software as well as creates special-purpose software to ensure efficiency and integrity between systems and applications. Creates and/or maintains operating systems, communications software, database packages, compilers, assemblers, and utility programs.

Minimum Education: Bachelor's Degree; **Minimum Experience:** 4 years

Principal System Programmer – CLINs SV042 and SV091

Functional Description: Modifies existing software as well as creates special-purpose software to ensure efficiency and integrity between systems and applications. Creates and/or maintains operating systems, communications software, database packages, compilers, assemblers, and utility programs.

Minimum Education: Bachelor's Degree; **Minimum Experience:** 6 years

Senior Technical Writer – CLINs SV043 and SV092

Functional Description: Gathers, analyzes, and composes technical information required for the preparation of user manuals, training materials, installation guides, proposals, reports, etc. Edits functional descriptions, system specifications, user manuals, special reports, or any other client deliverables/documents. Conducts research and ensures the use of proper technical terminology. Translates technical information into clear, readable documents for use by technical and non-technical personnel.

Minimum Education: High School Diploma or General Education Development (GED) Certification; **Minimum Experience:** 6 years

Principal Technical Writer – CLINs SV044 and SV093

Functional Description: Gathers, analyzes, and composes technical information required for the preparation of user manuals, training materials, installation guides, proposals, reports, etc. Edits functional descriptions, system specifications, user manuals, special reports, or any other client deliverables/documents. Conducts research and ensures the use of proper technical terminology. Translates technical information into clear, readable documents for use by technical and non-technical personnel.

Minimum Education: Bachelor's Degree; **Minimum Experience:** 4 years

Associate Task Order Project Manager – CLINs SV045 and SV094

Functional Description: Directs the completion of tasks within estimated timeframes and budget constraints. Schedules and assigns duties to subordinates and subcontractors and ensures assignments are completed as directed. Enforces work standards and reviews. Resolves work discrepancies to ensure compliance with contract requirements. Interfaces with the Contractor's Program Manager as well as Government management personnel including, but not limited to, the Contracting Officer and the Contracting Officer's Technical Representative. Prepares written and oral reports for contractor management and Government representatives. Provides competent leadership and responsible program direction through successful performance of a variety of detailed, diverse project transitioning elements.

Minimum Education: Master's Degree; **Minimum Experience:** 7 years

Senior Task Order Project Manager – CLINs SV046 and SV095

Functional Description: Directs the completion of tasks within estimated timeframes and budget constraints. Schedules and assigns duties to subordinates and subcontractors and ensures assignments are completed as directed. Enforces work standards and reviews. Resolves work discrepancies to ensure compliance with contract requirements. Interfaces with the Contractor's Program Manager as well as Government management personnel including, but not limited to, the Contracting Officer and the Contracting Officer's Technical Representative. Prepares written and oral reports for contractor management and Government representatives. Provides competent leadership and responsible program direction through successful performance of a variety of detailed, diverse project transitioning elements.

Minimum Education: Master's Degree; **Minimum Experience:** 8 years

Principal Task Order Project Manager – CLINs SV047 and SV096

Functional Description: Directs the completion of tasks within estimated timeframes and budget constraints. Schedules and assigns duties to subordinates and subcontractors and ensures assignments are completed as directed. Enforces work standards and reviews. Resolves work discrepancies to ensure compliance with contract requirements. Interfaces with the Contractor's Program Manager as well as Government management personnel including, but not limited to, the Contracting Officer and the Contracting Officer's Technical Representative. Prepares written and oral reports for contractor management and Government representatives. Provides competent leadership and responsible program direction through successful performance of a variety of detailed, diverse project transitioning elements.

Minimum Education: Master's Degree; **Minimum Experience:** 10 years

Senior Training Specialist – CLINs SV048 and SV097

Functional Description: Develops and delivers training for the classroom, small groups, and computer application labs. Possesses experience in Instructional Systems Development (ISD) and appropriate software. Provides classroom instruction, labs, and educational materials.

Minimum Education: Bachelor's Degree; **Minimum Experience:** 4 years

Principal Training Specialist – CLINs SV049 and SV098

Functional Description: Develops and delivers training for the classroom, small groups, and computer application labs. Possesses experience in Instructional Systems Development (ISD) and appropriate software. Provides classroom instruction, labs, and educational materials.

Minimum Education: Bachelor's Degree; **Minimum Experience:** 8 years

Database Administrator – CLINs SV126 and SV099

Functional Description: Manages and maintains database and database schemas. Plans and budgets staff and database resources. Defines file organization, indexing methods, and security procedures for specific user application. When necessary, reallocates resources to maximize benefits. Prepares and delivers presentations on database management systems (DBMS) concepts. Provides daily supervision and direction to support staff. Applies skills in data dictionary analysis and design. Maintains central data repository. Supports application system development lifecycle. Responsible for database backup and recovery. Responsible for definition of standards for data dictionaries. Programs dictionary analysis and maintenance software.

Minimum Education: Master's Degree; **Minimum Experience:** 5 years

Associate Network Engineer – CLINs SV127 and SV100

Functional Description: Supervises installation technicians; analyzes, designs, and installs local and wide area networks; and analyzes and installs communication systems. Familiar with engineering documentation network configurations, topologies, X.25, TCP/IP, Frame Relay, Bridges, and Routers. General experience includes increasing responsibilities in technical management. Organizes and directs network installations on site surveys. Assesses and documents current site network configuration and user requirements. Designs and optimizes network topologies. Directs and leads preparation of engineering plans and site installation Technical Design Packages. Develops installation schedules. Mobilizes network installation team. Directs and leads preparation of drawings documenting configuration changes at each site. Prepares site installation and test reports. Coordinates post-installation operations and maintenance support.

Minimum Education: Bachelor's Degree; **Minimum Experience:** 5 years

Senior Network Engineer – CLINs SV128 and SV101

Functional Description: Supervises installation technicians; analyzes, designs, and installs local and wide area networks; and analyzes and installs communication systems. Familiar with engineering documentation network configurations, topologies, X.25, TCP/IP, Frame Relay, Bridges, and Routers. General experience includes increasing responsibilities in technical management. Organizes and directs network installations on site surveys. Assesses and documents current site network configuration and user requirements. Designs and optimizes network topologies.

Directs and leads preparation of engineering plans and site installation Technical Design Packages. Develops installation schedules. Mobilizes network installation team. Directs and leads preparation of drawings documenting configuration changes at each site. Prepares site installation and test reports. Coordinates post-installation operations and maintenance support.

Minimum Education: Bachelor's Degree; **Minimum Experience:** 10 years

Principal Network Engineer – CLINs SV129 and SV102

Functional Description: Supervises installation technicians; analyzes, designs, and installs local and wide area networks; and analyzes and installs communication systems. Familiar with engineering documentation network configurations, topologies, X.25, TCP/IP, Frame Relay, Bridges, and Routers. General experience includes increasing responsibilities in technical management. Organizes and directs network installations on site surveys. Assesses and documents current site network configuration and user requirements. Designs and optimizes network topologies. Directs and leads preparation of engineering plans and site installation Technical Design Packages. Develops installation schedules. Mobilizes network installation team. Directs and leads preparation of drawings documenting configuration changes at each site. Prepares site installation and test reports. Coordinates post-installation operations and maintenance support.

Minimum Education: Master's Degree; **Minimum Experience:** 8 years

Associate Programmer Analyst – CLINs SV130 and SV103

Functional Description: Formulates/defines system scope and objectives for assigned projects. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitation, operating time, and form of desired results. Prepares detailed specifications from which programs will be written. Responsible for program design, coding, testing, debugging, and documentation. Has full technical knowledge of all phases of applications systems analysis and programming. Has good understanding of the business or function for which applications are designed. Duties include giving instructions and directing and checking the work of other systems analysts and programming personnel. Responsible for quality assurance review. Responsible for directing and monitoring the work of team members. May be responsible for project completion and user satisfaction.

Minimum Education: Bachelor's Degree; **Minimum Experience:** 1 year

Senior Programmer Analyst – CLINs SV131 and SV104

Functional Description: Formulates/defines system scope and objectives for assigned projects. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitation, operating time, and form of desired results. Prepares detailed specifications from which programs will be written. Responsible for program design, coding, testing, debugging, and documentation. Has full technical knowledge of all phases of applications systems analysis and programming. Has good understanding of the business or function for which applications are designed. Duties include giving instructions and directing and checking the work of other systems analysts and programming personnel. Responsible for quality assurance review. Responsible for directing and monitoring the work of team members. May be responsible for project completion and user satisfaction.

Minimum Education: Bachelor's Degree; **Minimum Experience:** 4 years

Principal Programmer Analyst – CLINs SV132 and SV105

Functional Description: Formulates/defines system scope and objectives for assigned projects. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitation, operating time, and form of desired results. Prepares detailed specifications from which programs will be written. Responsible for program design, coding, testing, debugging, and documentation. Has full technical knowledge of all phases of applications systems analysis and programming. Has good understanding of the business or function for which applications are designed. Duties include giving instructions and directing and checking the work of other systems analysts and programming personnel. Responsible for quality assurance review. Responsible for directing and monitoring the work of team members. May be responsible for project completion and user satisfaction.

Minimum Education: Bachelor's Degree; **Minimum Experience:** 8 years

Senior Quality Assurance Specialist – CLINs SV133 and SV106

Functional Description: Analysis and design of business applications on complex systems for large-scale computers, database management, use of programming languages such as ADA, COBOL, 4GL, and/or DBMS. Knowledge of current storage and retrieval methods and demonstrated ability to formulate specifications for computer programmers to use in coding, testing, and debugging computer programs. General experience includes increasing responsibilities in assignments of a technical nature. Proven understanding and application of government documentation standards. Proven ability to work independently or under only general direction on complex application problems involving all phases of systems analysis is required. Provides technical and administrative direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept, and adherence to user standards. Reviews program documentation to assure compliance with government standards/requirements and to assess progress in accordance with schedules. Coordinates with the Program Manager and/or Quality Assurance Manager to ensure problem solution and user 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.

Minimum Education: Bachelor's Degree; **Minimum Experience:** 6 years

Principal Quality Assurance Specialist – CLINs SV134 and SV107

Functional Description: Analysis and design of business applications on complex systems for large-scale computers, database management, use of programming languages such as ADA, COBOL, 4GL, and/or DBMS. Knowledge of current storage and retrieval methods and demonstrated ability to formulate specifications for computer programmers to use in coding, testing, and debugging computer programs. General experience includes increasing responsibilities in assignments of a technical nature. Proven understanding and application of government documentation standards. Proven ability to work independently or under only general direction on complex application problems involving all phases of systems analysis is required. Provides technical and administrative direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept, and adherence to user standards. Reviews program documentation to assure compliance with government standards/requirements and to assess progress in accordance with schedules. Coordinates with the Program Manager and/or Quality Assurance Manager to ensure problem solution and user 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.

Minimum Education: Bachelor's Degree; **Minimum Experience:** 10 years

Associate Network Technician – CLINs SV135 and SV108

Functional Description: Responsible for overall network operation. Ensures that all components and interfaces function as required by the specifications and as anticipated by the client. Principal interface with client for problem resolution, system enhancement, maintenance, and operational supervision. Provides direction and supervision to support staff performing a variety of network engineering tasks that are broad in nature. Concerned with the design and implementation of an integrated network.

Minimum Education: High School Diploma or General Education Development (GED) Certification; **Minimum Experience:** 4 years

Senior Network Technician – CLINs SV136 and SV109

Functional Description: Responsible for overall network operation. Ensures that all components and interfaces function as required by the specifications and as anticipated by the client. Principal interface with client for problem resolution, system enhancement, maintenance, and operational supervision. Provides direction and supervision to support staff performing a variety of network engineering tasks that are broad in nature. Concerned with the design and implementation of an integrated network.

Minimum Education: Bachelor's Degree; **Minimum Experience:** 3 years

Principal Network Technician – CLINs SV137 and SV110

Functional Description: Responsible for overall network operation. Ensures that all components and interfaces function as required by the specifications and as anticipated by the client. Principal interface with client for problem resolution, system enhancement, maintenance, and operational supervision. Provides direction and supervision to

support staff performing a variety of network engineering tasks that are broad in nature. Concerned with the design and implementation of an integrated network.

Minimum Education: Bachelor's Degree; **Minimum Experience:** 6 years

Associate Network Administrator – CLINs SV138 and SV111

Functional Description: Under minimum supervision, maintains and/or modifies complex facility hardware and/or software as required to ensure system availability and functionality. Ensures system backups are scheduled and accomplished for major systems in accordance with the schedule. Responsible for directing the daily operational availability of the hardware and software systems required to support facility operations. Directs and oversees scheduled testing and review of hardware and software to ensure potential problems are identified at the earliest point possible. Ensures programming adjustments and/or repairs of hardware problems are implemented and accomplished as the need is detected. Recommends appropriate corrective action for complex problems. Ensures documentation is prepared for all hardware and/or software adjustments and/or modifications. Directs the preparation of reports and analysis of operations as required. Performs other related duties as assigned.

Minimum Education: Bachelor's Degree; **Minimum Experience:** 1 year

Senior Network Administrator – CLINs SV139 and SV112

Functional Description: Under minimum supervision, maintains and/or modifies complex facility hardware and/or software as required to ensure system availability and functionality. Ensures system backups are scheduled and accomplished for major systems in accordance with the schedule. Responsible for directing the daily operational availability of the hardware and software systems required to support facility operations. Directs and oversees scheduled testing and review of hardware and software to ensure potential problems are identified at the earliest point possible. Ensures programming adjustments and/or repairs of hardware problems are implemented and accomplished as the need is detected. Recommends appropriate corrective action for complex problems. Ensures documentation is prepared for all hardware and/or software adjustments and/or modifications. Directs the preparation of reports and analysis of operations as required. Performs other related duties as assigned.

Minimum Education: Bachelor's Degree; **Minimum Experience:** 6 years

Principal Network Administrator – CLINs SV140 and SV113

Functional Description: Under minimum supervision, maintains and/or modifies complex facility hardware and/or software as required to ensure system availability and functionality. Ensures system backups are scheduled and accomplished for major systems in accordance with the schedule. Responsible for directing the daily operational availability of the hardware and software systems required to support facility operations. Directs and oversees scheduled testing and review of hardware and software to ensure potential problems are identified at the earliest point possible. Ensures programming adjustments and/or repairs of hardware problems are implemented and accomplished as the need is detected. Recommends appropriate corrective action for complex problems. Ensures documentation is prepared for all hardware and/or software adjustments and/or modifications. Directs the preparation of reports and analysis of operations as required. Performs other related duties as assigned.

Minimum Education: Master's Degree; **Minimum Experience:** 5 years

Associate Reengineering Specialist – CLINs SV141 and SV114

Functional Description: Senior consultant who analyzes, plans, directs, and coordinates activities of designated projects to ensure that project goals and objectives are accomplished within the prescribed timeframe and funding parameters. Requires experience as an expert performing and managing highly complex technical projects.

Minimum Education: Master's Degree; **Minimum Experience:** 10 years

Senior Reengineering Specialist – CLINs SV142 and SV115

Functional Description: Senior consultant who analyzes, plans, directs, and coordinates activities of designated projects to ensure that project goals and objectives are accomplished within the prescribed timeframe and funding parameters. Requires experience as an expert performing and managing highly complex technical projects.

Minimum Education: Master's Degree; **Minimum Experience:** 20 years

Associate Information Architecture Specialist – CLINs SV144 and SV117

Functional Description: Designs, codes, tests, develops, and documents application programs for complex computer systems; performs needs analysis, functional, technical and logical analysis, feasibility studies, cost-benefit studies, lifecycle analysis, briefings and presentations, report writing and post-implementation evaluations for information management projects. Works with users to define system scope and objectives. Performs modifications to and maintenance of highly complex operational programs and procedures. Creates computer, subroutine, and procedural forms and documentation.

Minimum Education: Master's Degree; **Minimum Experience:** 8 years

Senior Information Architecture Specialist – CLINs SV145 and SV118

Functional Description: Designs, codes, tests, develops, and documents application programs for complex computer systems; performs needs analysis, functional, technical and logical analysis, feasibility studies, cost-benefit studies, lifecycle analysis, briefings and presentations, report writing and post-implementation evaluations for information management projects. Works with users to define system scope and objectives. Performs modifications to and maintenance of highly complex operational programs and procedures. Creates computer, subroutine, and procedural forms and documentation.

Minimum Education: Master's Degree; **Minimum Experience:** 10 years

Principal Information Architecture Specialist – CLINs SV146 and SV119

Functional Description: Designs, codes, tests, develops, and documents application programs for complex computer systems; performs needs analysis, functional, technical and logical analysis, feasibility studies, cost-benefit studies, lifecycle analysis, briefings and presentations, report writing and post-implementation evaluations for information management projects. Works with users to define system scope and objectives. Performs modifications to and maintenance of highly complex operational programs and procedures. Creates computer, subroutine, and procedural forms and documentation.

Minimum Education: Master's Degree; **Minimum Experience:** 20 years

Associate Computer Systems Security Engineer – CLINs SV148 and SV121

Functional Description: Defines computer security requirements for high-level applications, evaluates approved security product capabilities, and develops solutions to Multi-level Security (MLS) problems. Analyzes and defines security requirements for MLS issues. Designs, develops, engineers, and implements solutions to MLS requirements. Responsible for the implementation and development of the MLS. Gathers and organizes technical information about an organization's mission, goals, and needs; existing security products; and ongoing programs in the MLS arena. Performs risk analyses, including risk assessments.

Minimum Education: Bachelor's Degree; **Minimum Experience:** 1 year

Senior Computer Systems Security Engineer – CLINs SV149 and SV122

Functional Description: Defines computer security requirements for high-level applications, evaluates approved security product capabilities, and develops solutions to Multi-level Security (MLS) problems. Analyzes and defines security requirements for MLS issues. Designs, develops, engineers, and implements solutions to MLS requirements. Responsible for the implementation and development of the MLS. Gathers and organizes technical information about an organization's mission, goals, and needs; existing security products; and ongoing programs in the MLS arena. Performs risk analyses, including risk assessments.

Minimum Education: Bachelor's Degree; **Minimum Experience:** 4 years

Principal Computer Systems Security Engineer – CLINs SV150 and SV123

Functional Description: Defines computer security requirements for high-level applications, evaluates approved security product capabilities, and develops solutions to Multi-level Security (MLS) problems. Analyzes and defines security requirements for MLS issues. Designs, develops, engineers, and implements solutions to MLS requirements. Responsible for the implementation and development of the MLS. Gathers and organizes technical information about an organization's mission, goals, and needs; existing security products; and ongoing programs in the MLS arena. Performs risk analyses, including risk assessments.

Minimum Education: Master's Degree; **Minimum Experience:** 8 years

Senior (Functional) Subject Matter Expert – CLINs SV151 and SV124

Functional Description: Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task. Possesses requisite knowledge and expertise so recognized in the professional community that the Government is able to qualify the individual as an expert in the field for an actual Task Order. Demonstrates exceptional oral and written communications skills. Analyzes user needs to determine functional requirements. Provides expert guidance in the analysis and design of information technology architectures, technology analyses, systems architecture, and strategic planning.

Minimum Education: Master's Degree; **Minimum Experience:** 10 years

Principal (Functional) Subject Matter Expert – CLINs SV152 and SV125

Functional Description: Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task. Possesses requisite knowledge and expertise so recognized in the professional community that the Government is able to qualify the individual as an expert in the field for an actual Task Order. Demonstrates exceptional oral and written communications skills. Analyzes user needs to determine functional requirements. Provides expert guidance in the analysis and design of information technology architectures, technology analyses, systems architecture, and strategic planning.

Minimum Education: Master's Degree; **Minimum Experience:** 20 years

Mission Oriented Business Integrated Services (MOBIS)

1. Information for Ordering Offices

1. Contract Type

Firm-Fixed-Price or Labor hour. The ordering agency's Contracting Officer will determine the appropriate contract type in accordance with FAR 16.601.

2. Maximum Order

Ordering activities may seek a price reduction for orders placed over the maximum order amount. A delivery order that exceeds the maximum order may be placed with NDFG in accordance with FAR 8.404.

3. Acceptance of Government Commercial Credit Card

- (a) At the option of the Government and if agreeable to NDFG, payments of \$25,000 or less for oral or written delivery orders may be made using the Government commercial credit card.
- (b) NDFG will not process a transaction for payment through the credit card until the purchased supplies have been shipped or services performed. Unless the cardholder requests correction or replacement of a defective or faulty item in accordance with other contract requirements, NDFG will credit a cardholder's account for items returned as defective or faulty.

4. Discount for Payment By Government Commercial Credit Card

None.

5. F.O.B. Point(s)

All support products, training materials, etc. will be properly packed and packaged so as to avoid damage in transit. All pricing for deliveries is based on the terms of F.O.B. destination applicable to delivery within the continental United States (CONUS). The contract only covers routine shipping (normally UPS ground shipment), and any agency requiring expedited shipment is responsible for the difference between normal UPS and expedited shipping rates. Payment for shipment of deliveries outside of CONUS will be at the expense of the ordering agency.

6. Industrial Funding Fee (IFF)

NDFG will comply with the requirement to pay the GSA Industrial Funding Fee (IFF) of three-quarters of one percent (.75%).

7. Terms and Conditions

- (a) Inspection/Acceptance. NDFG will only tender for acceptance those items that conform to the requirements of this contract. The government reserves the right to inspect or test any supplies or services that have been tendered for acceptance. The government will require repair or replacement of nonconforming supplies or re-performance of nonconforming services at no increase in contract price. The government will exercise its post acceptance rights (1) within a reasonable time after the defect was discovered or should have been discovered; and (2) before any substantial change occurs in the condition of the item, unless the change is due to the defect in the item.

- (b) Assignment. NDFG or its assignee's right to be paid amounts due as a result of performance of this contract may be assigned to a bank, trust company, or other financing institution, including any federal lending agency in accordance with the Assignment of Claims Act (31 U.S.C. 3727).
- (c) Changes. Changes in the terms and conditions of this contract may be made only by written agreement of the parties.
- (d) Disputes. This contract is subject to the Contract Disputes Act of 1978, as amended (41 U.S.C. 601-613). Failure of the parties to this contract to reach agreement on any request for equitable adjustment, claim, appeal, or action arising under or relating to this contract shall be a dispute to be resolved in accordance with FAR 52.233-1, Disputes, which is incorporated herein by reference. NDFG will proceed diligently with performance of this contract, pending final resolution of any dispute arising under the contract.
- (e) Definitions. FAR 52.202-1, Definitions, is incorporated in the Addendum to this clause.
- (f) Excusable Delays. NDFG will be liable for default unless nonperformance is caused by an occurrence beyond NDFG reasonable control and without its fault or negligence such as acts of God or the public enemy, acts of the government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, unusually severe weather, or delays of common carriers. NDFG will notify the Contracting Officer in writing as soon as reasonably possible after the commencement of any excusable delay, setting forth the full particulars in connection therewith, shall remedy such occurrence with all reasonable dispatch, and shall promptly give written notice to the Contracting Officer of the cessation of such occurrence. NDFG also will notify the Contracting Officer of the ordering activity agency in writing as set forth above when service is expected to be delayed.
- (g) Invoice Requirements. The number of invoices required is an original and three copies (or electronic invoice, if authorized) to the address designated in the contract to receive invoices.
Invoices must be handled in accordance with the Prompt Payment Act (31 U.S.C. 3903) and Office of Management and Budget (OMB) Circular A-125, Prompt Payment.
- (h) Patent Indemnity. NDFG will indemnify the government and its officers, employees, and agents against liability, including costs, for actual or alleged direct or contributory infringement of, or inducement to infringe, any U.S. or foreign patent, trademark, or copyright arising out of the performance of this contract, provided NDFG is reasonably notified of such claims and proceedings.
- (i) Payment. Payment will be made for items accepted by the government that have been delivered to the delivery destinations set forth in this contract. The government will make payment in accordance with the Prompt Payment Act (31 U.S.C. 3903) and Office of Management and Budget (OMB) Circular A-125, Prompt Payment. Unless otherwise provided by an addendum to this contract, the government will make payment in accordance with FAR 52.232-33, Mandatory Information for Electronic Funds Transfer Payment, which is incorporated herein by reference. In connection with any discount offered for early payment, time will be computed from the date of the invoice. For the purpose of computing the discount earned, payment is considered to have been made on the date that appears on the payment check or the specified payment date if an electronic funds transfer payment is made.
- (j) Risk of Loss. Unless the contract specifically provides otherwise, risk of loss or damage to the supplies provided under this contract will remain with NDFG until, and will pass to the Government upon:
 - (1) Delivery of the supplies to a carrier, if transportation is F.O.B. origin; or
 - (2) Delivery of the supplies to the Government at the destination specified in the contract, if transportation is F.O.B. destination.
- (k) Taxes. The contract price includes all applicable Federal, state, and local taxes and duties.
- (l) Warranty. NDFG warrants and implies that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this contract.

8. Electronic Data Interchange (EDI) Ordering.

Orders may be placed through Electronic Data Interchange (EDI) or mailed in paper form. EDI orders will be placed using the American National Standards Institute (ANSI) X12 Standard for EDI format.

2. Description of Services

Consulting Services

NDFG provides expert advice, assistance, guidance, or counseling in support of agencies' management, organizational, and business improvement efforts. This also may include studies, analyses, and reports documenting any proposed developmental, consultative, or implementation efforts. Examples of consultation include but are not limited to: strategic, business, and action planning; systems alignment; cycle time analysis; high performance work; leadership systems; performance measures and indicators; process and productivity improvement; organizational assessments; knowledge systems assessments; and program audits and evaluations.

Survey Services

NDFG utilizes its broad depth of experience in the planning, development, execution, and analysis of statistically sound surveys in support of agencies' management, organizational, and business improvement efforts. NDFG survey methodology adheres to standard research principles and methods, and our survey approach consists of the following five sequential phases: (1) determine the survey outcomes, scope, and audience; (2) develop the draft question, methodology, and media; (3) construct the survey instrument, analysis framework, and supporting web or technical structures; (4) pilot test the survey instrument in a representative environment; and (5) conduct the survey, analyze the response, and report the conclusions.

Training Services

Existing Commercial Courses

NDFG training specialists collaborate with clients to identify training needs. Our specialists assist in the selection of a course or combination of courses from our offerings, suggesting those that best support the established business management needs. All courses, half-day and full-day, can incorporate agency-specific information to enhance subject-matter appropriateness and improve the transfer of knowledge and experience to participants.

Customized Training Development and Delivery

NDFG provides highly skilled instructional technologists to assess current training needs and develop the appropriate training curriculum. Delivery methods and materials are applicable to the client's business processes and provide an integrated learning environment, using one or more methods of instruction. Techniques may include instructor-led, self-paced, and/or distance learning. NDFG ensures that courses developed create a supportive, adult learning environment, where all participants are motivated and comfortable.

Privatization Support Services and Documentation

NDFG conducts competitive sourcing fairly and provides opportunities to maximize cost savings and increase efficiencies. We develop and deliver clear and concise documents, such as the performance work statement (PWS), quality assurance surveillance plan (QASP), management plan, and transition plan.

Program Integration and Program Management Services

NDFG provides program management services, including the creation and management of an overall modernization program and the associated coordination of supporting projects among all entities involved in the program. We provide critical oversight and control for the entire organization and its components. Major program management objectives include:

- ▶ Ensuring projects are aligned with priorities as defined by strategic goals.
- ▶ Ensuring projects are correctly scoped, properly planned, and possess adequate resources.
- ▶ Managing projects to achieve the objectives set in a quality manner with the time and resource goals set by management.
- ▶ Governing dependencies between projects and project tasks.
- ▶ Coordinating plans and schedules of inter-dependent projects.
- ▶ Resolving conflicts that develop between projects.
- ▶ Maintaining a metrics database containing project management and productivity experience information.
- ▶ Maintaining proper communication throughout the organization.

NDFG's effective program management methodology consists of these major functions:

- ▶ Project management
- ▶ Inter-project coordination
- ▶ Metrics
- ▶ Management liaison

3. Labor Rates

NDFG labor rates are divided into two lists: Government-Site Rates and Contractor-Site Rates. Rates include an industrial Funding Fee (IFF) of .75% and annual escalation of 1.8%.

MOBIS GOVERNMENT-SITE RATES	Ordering Period				
	12/29/14 - 8/23/15	8/24/15 - 8/23/16	8/24/16 - 8/23/17	8/24/17 - 8/23/18	8/24/18 - 8/23/19
Subject Matter Expert	\$180.19	\$183.43	\$186.74	\$190.10	\$193.52
Partner/Key Principal	\$180.19	\$183.43	\$186.74	\$190.10	\$193.52
Principal	\$138.21	\$140.70	\$143.23	\$145.81	\$148.43
Program Manager	\$160.89	\$163.79	\$166.73	\$169.74	\$172.79
Principal BPR Specialist	\$180.19	\$183.43	\$186.74	\$190.10	\$193.52
Instructional Technology - Manager	\$139.20	\$141.71	\$144.26	\$146.85	\$149.50
Multimedia Systems Engineer	\$138.21	\$140.70	\$143.23	\$145.81	\$148.43
Senior BPR Specialist	\$150.05	\$152.75	\$155.50	\$158.30	\$161.15
Lead Organizational Design (OD) Specialist	\$150.05	\$152.75	\$155.50	\$158.30	\$161.15
Senior Managing Consultant	\$150.05	\$152.75	\$155.50	\$158.30	\$161.15
Project Manager	\$116.47	\$118.57	\$120.70	\$122.87	\$125.08
Senior Facilitator	\$126.09	\$128.36	\$130.67	\$133.02	\$135.42
Senior Graphics Specialist	\$126.09	\$128.36	\$130.67	\$133.02	\$135.42
Instructional Multimedia/Producer/Director	\$116.47	\$118.57	\$120.70	\$122.87	\$125.08
Instructional Technologist/Trainer - Principal	\$126.09	\$128.36	\$130.67	\$133.02	\$135.42
Audio-Visual Producer/Director	\$116.47	\$118.57	\$120.70	\$122.87	\$125.08
Managing Consultant	\$116.93	\$119.03	\$121.18	\$123.36	\$125.58
Senior Programmer	\$104.62	\$106.50	\$108.42	\$110.37	\$112.36
Senior Analyst	\$104.62	\$106.50	\$108.42	\$110.37	\$112.36
Mid-Level Facilitator	\$81.50	\$82.97	\$84.46	\$85.98	\$87.53
Instructional Technologist/Trainer - Senior	\$81.50	\$82.97	\$84.46	\$85.98	\$87.53
Consultant	\$81.50	\$82.97	\$84.46	\$85.98	\$87.53
Senior Staff	\$81.50	\$82.97	\$84.46	\$85.98	\$87.53
Intermediate Programmer	\$81.50	\$82.97	\$84.46	\$85.98	\$87.53
Instructional Technologist/Trainer - Intermediate	\$69.46	\$70.71	\$71.98	\$73.28	\$74.60
Junior Facilitator	\$69.46	\$70.71	\$71.98	\$73.28	\$74.60
Research Assistant	\$69.46	\$70.71	\$71.98	\$73.28	\$74.60
Instructional Technologist/Trainer - Junior	\$57.97	\$59.01	\$60.08	\$61.16	\$62.26
Graphics Specialist	\$72.35	\$73.65	\$74.98	\$76.33	\$77.70
Junior Programmer	\$60.47	\$61.56	\$62.67	\$63.79	\$64.94
Junior Staff	\$54.34	\$55.32	\$56.31	\$57.33	\$58.36
Administrative Staff	\$48.15	\$49.02	\$49.90	\$50.80	\$51.71
Co-Facilitator	\$47.29	\$48.14	\$49.01	\$49.89	\$50.79
Administrative Support	\$43.24	\$44.02	\$44.81	\$45.62	\$46.44

MOBIS CONTRACTOR-SITE RATES	Ordering Period				
	12/29/14 - 8/23/15	8/24/15 - 8/23/16	8/24/16 - 8/23/17	8/24/17 - 8/23/18	8/24/18 - 8/23/19
Labor Category					
Subject Matter Expert	\$215.61	\$219.49	\$223.44	\$227.46	\$231.56
Partner/Key Principal	\$215.61	\$219.49	\$223.44	\$227.46	\$231.56
Principal	\$165.38	\$168.36	\$171.39	\$174.47	\$177.61
Program Manager	\$192.51	\$195.98	\$199.50	\$203.09	\$206.75
Principal BPR Specialist	\$215.61	\$219.49	\$223.44	\$227.46	\$231.56
Instructional Technology - Manager	\$166.57	\$169.57	\$172.62	\$175.73	\$178.89
Multimedia Systems Engineer	\$165.38	\$168.36	\$171.39	\$174.47	\$177.61
Senior BPR Specialist	\$179.55	\$182.78	\$186.07	\$189.42	\$192.83
Lead Organizational Design (OD) Specialist	\$179.55	\$182.78	\$186.07	\$189.42	\$192.83
Senior Managing Consultant	\$179.55	\$182.78	\$186.07	\$189.42	\$192.83
Project Manager	\$139.38	\$141.89	\$144.44	\$147.04	\$149.69
Senior Facilitator	\$150.87	\$153.59	\$156.35	\$159.16	\$162.03
Senior Graphics Specialist	\$150.87	\$153.59	\$156.35	\$159.16	\$162.03
Instructional Multimedia/Producer/Director	\$139.38	\$141.89	\$144.44	\$147.04	\$149.69
Instructional Technologist/Trainer - Principal	\$150.87	\$153.59	\$156.35	\$159.16	\$162.03
Audio-Visual Producer/Director	\$139.38	\$141.89	\$144.44	\$147.04	\$149.69
Managing Consultant	\$139.91	\$142.43	\$144.99	\$147.60	\$150.26
Senior Programmer	\$125.18	\$127.43	\$129.73	\$132.06	\$134.44
Senior Analyst	\$125.18	\$127.43	\$129.73	\$132.06	\$134.44
Mid-Level Facilitator	\$97.51	\$99.27	\$101.05	\$102.87	\$104.72
Instructional Technologist/Trainer - Senior	\$97.51	\$99.27	\$101.05	\$102.87	\$104.72
Consultant	\$97.51	\$99.27	\$101.05	\$102.87	\$104.72
Senior Staff	\$97.51	\$99.27	\$101.05	\$102.87	\$104.72
Intermediate Programmer	\$97.51	\$99.27	\$101.05	\$102.87	\$104.72
Instructional Technologist/Trainer - Intermediate	\$83.10	\$84.60	\$86.12	\$87.67	\$89.25
Junior Facilitator	\$83.10	\$84.60	\$86.12	\$87.67	\$89.25
Research Assistant	\$83.10	\$84.60	\$86.12	\$87.67	\$89.25
Instructional Technologist/Trainer - Junior	\$69.37	\$70.62	\$71.89	\$73.18	\$74.50
Graphics Specialist	\$86.56	\$88.12	\$89.70	\$91.32	\$92.96
Junior Programmer	\$72.35	\$73.65	\$74.98	\$76.33	\$77.70
Junior Staff	\$65.01	\$66.18	\$67.37	\$68.58	\$69.82
Administrative Staff	\$57.62	\$58.66	\$59.71	\$60.79	\$61.88
Co-Facilitator	\$56.59	\$57.61	\$58.65	\$59.70	\$60.78
Administrative Support	\$51.73	\$52.66	\$53.61	\$54.57	\$55.56

4. Labor Category Descriptions

These labor category descriptions include a functional description and the minimum education and experience necessary to perform the services in the labor category. Additional experience is an acceptable substitute for college degree requirements. One-and-one-half (1.5) years of additional experience can substitute for one (1) year of a typical degree program. For example, if a labor category requires a Bachelor's degree which is typically a four-year program, an additional six years of experience can substitute for the Bachelor's degree.

Subject Matter Expert

Functional Description: Performs as a consultant in a highly specialized functional or technical area. Provides specific technical and/or functional guidance, reflecting detailed, expert knowledge of a specific area or function. Develops benchmarks. Performs elaborate analyses and studies. Develops reports and makes presentations to management personnel and client representatives.

Minimum Education: Master's Degree; **Minimum Experience:** 20 years

Partner/Key Principal

Functional Description: Senior corporate manager responsible for overall direction, coordination, and evaluation of major business units. Provides high-level expert guidance and expertise in support of single or multiple projects. Serves as Senior Change Management Consultant. Manages complex organizations and teams by integrating skills into client-focused, object-oriented consulting solutions. Integrates technical solutions into business process reengineering requirements, and translates concepts into operational improvements and systems.

Minimum Education: Master's Degree; **Minimum Experience:** 20 years

Principal

Functional Description: Senior consultant who analyzes, plans, directs, and coordinates the activities of designated projects to ensure that project goals and objectives are accomplished within prescribed timeframes and funding parameters. Provides management, organizational, and business improvement services to include visioning, business and information strategy planning, total quality management, organizational design/efficiency, cost-benefit analysis, change management, and business process reengineering solutions.

Minimum Education: Master's Degree; **Minimum Experience:** 10 years

Program Manager

Functional Description: Manages multiple projects at diverse locations. Organizes, directs, and coordinates planning and production of all contract support activities. Manages cost, schedule, and quality of multiple projects. Meets with management personnel and Federal client agency representatives. Formulates and reviews strategic plans and deliverable items, determines contract costs, and ensures conformance with standards. Assigns, schedules, and reviews work of subordinates. Explains policies, purpose, and goals of the organization to subordinates.

Minimum Education: Master's Degree; **Minimum Experience:** 10 years

Principal BPR Specialist

Functional Description: Manages large reengineering projects. Conducts enterprise assessment; defines gaps; and recommends methodology, tools, and resources to develop solutions. Conducts senior-level focus groups and interviews. Develops strategic plans. Frames issues for decision-making and briefs senior management on recommendations.

Minimum Education: Master's Degree; **Minimum Experience:** 20 years

Instructional Technology - Manager

Functional Description: Responsible for all activities associated with education programs for personnel. May oversee contract fulfillment and service levels of an outsourced training function. Assigns personnel to the various training tasks and directs their activities, reviews and evaluates their work, and prepares performance reports. Confers with and advises subordinates on administrative policies and procedures and technical problems, priorities, and methods. Prepares activity and progress reports regarding instructional technology.

Minimum Education: Master's Degree; **Minimum Experience:** 8 years

Multimedia Systems Engineer

Functional Description: Top-level technical expert in one or more highly specialized areas of multimedia analysis and programming. Acts independently under general direction. Provides technical leadership on complex projects. Formulates/defines system scope and objectives. Devises or modifies procedures to solve complex problems, considering computer equipment capacity and limitations, operating time, and form of desired results. Prepares detailed specifications from which programs will be written. Responsible for program design, coding, testing, debugging, and documentation. Has full technical knowledge of all phases of application and multimedia systems analysis and programming. May be responsible for multiple phases of a project. May have duties instructing, directing, and checking the work of other applications and multimedia analysis and programming personnel. May have quality assurance review responsibilities.

Minimum Education: Master's Degree; **Minimum Experience:** 10 years

Senior BPR Specialist

Functional Description: Plans and conducts business reengineering engagements. Manages cost, schedule, and quality of reengineering tasks. Defines information needs, and develops business and data architectures. Provides input for technical architectures in the form of business requirements. Conducts interviews, groupware work sessions, and focus groups. Develops recommended solutions.

Minimum Education: Master's Degree; **Minimum Experience:** 10 years

Lead Organizational Design (OD) Specialist

Functional Description: Assesses an organization's ability to accomplish the missions and objectives stated in its strategic plan. Identifies gaps and recommends organizational design alternatives. Develops mission, function, and organizational design recommendations. Defines change management issues related to redesign.

Minimum Education: Master's Degree; **Minimum Experience:** 10 years

Senior Managing Consultant

Functional Description: Directs activities to implement and manage projects. Possesses expertise to define problems, collect data, establish facts, and draw valid conclusions. Provides leadership and technical expertise in the areas of delivering process and productivity improvement solutions, facilitating large and small groups, developing business and strategic plans, providing performance measurement and business process reengineering training, and conducting financial and cycle-time analysis.

Minimum Education: Master's Degree; **Minimum Experience:** 10 years

Project Manager

Functional Description: Responsible for the completion of assigned projects within budgetary and scheduling guidelines. Leads project team assigned for the duration of a project or may function as ongoing lead within a group associated with one or more technical areas. Does not have formal supervisory responsibilities, although may provide input for team member performance appraisals.

Minimum Education: Master's Degree; **Minimum Experience:** 8 years

Senior Facilitator

Functional Description: Conducts client interviews, preplans, develops agendas, and facilitates meetings. Provides expertise in all session types and facilitates groups through complex detail-oriented processes to help a client define the problem, map an approach, and achieve meeting objectives. Provides group management skills and expertise in all facets of the meeting to include its content, processes, and technical subject matter. Possesses extensive consulting experience.

Minimum Education: Master's Degree; **Minimum Experience:** 8 years

Senior Graphics Specialist

Functional Description: Organizes, manages, and instructs subordinates in the advanced aspects of design and use, operation, and setup of computer graphic systems. Performs project management tasks such as budgeting and scheduling. Executes graphic projects and coordination of all graphic production scheduling. Ensures that graphic projects

are completed on time, within budget, and to user's satisfaction. Advises and consults users to determine scope of project and best graphic medium. Oversees the training of other personnel in proper use of computer graphic equipment.

Minimum Education: Master's Degree; **Minimum Experience:** 8 years

Instructional Multimedia/Producer/Director

Functional Description: Organizes, directs, manages, and instructs subordinates in the advanced aspects of designing and producing digital video, audio, and graphic elements for instructionally based multimedia courses and presentations. Responsible for creating computer- or web-based multimedia courses and presentations. Also responsible for creating computer- or web-based instructional courses and developing instructional curriculums. Familiar with current multimedia authoring software such as Toolbook II or Macromedia Authorware. Also familiar with non-linear editing procedures and systems such as AVID Mediacomposer and Media 100. Advises and consults with instructional scriptwriters, videographers, graphic artists, and multimedia developers/programmers through all phases of design, development, testing, and implementation of multimedia products. Performs project management tasks such as budgeting and scheduling of individual production resources. May also establish and maintain multimedia libraries and perform other multimedia or instructional resource management functions.

Minimum Education: Master's Degree; **Minimum Experience:** 8 years

Instructional Technologist/Trainer - Principal

Functional Description: Top-level technical expert in Instructional Technology. Acts independently under general direction. Provides technical leadership on complex projects. Plans, develops, and organizes programs to train and develop personnel. Analyzes training needs and prepares special courses and related manuals. Normally conducts training and development classes and assists in developing criteria to measure effectiveness of classes. Reviews and recommends new and evolving research, methods, and techniques related to training and developing personnel to meet job requirements.

Minimum Education: Master's Degree; **Minimum Experience:** 8 years

Audio-Visual Producer/Director

Functional Description: Organizes, directs, manages, and instructs subordinates in the advanced aspects of designing and producing film, video, audio, and graphic elements for live broadcast or recorded media presentations. Responsible for creating films, videotapes, multimedia programs and kiosks, public service announcements, and documentaries. Familiar with current non-linear editing procedures and systems such as AVID Mediacomposer and Media 100 digital editing systems. Advises and consults with scriptwriters, video editors, graphic artists, and camera operators through all phases of production and post-production to develop complete productions. Performs project management tasks such as budgeting and scheduling of individual production resources. May also establish and maintain tape libraries and perform other audio-visual resource management functions.

Minimum Education: Master's Degree; **Minimum Experience:** 8 years

Managing Consultant

Functional Description: Consults with clients to define needs or problems. Conducts analyses of current operational policies, procedures, and processes. Provides expertise in the design, development, and installation of total quality systems for client organizations, as well as business process reengineering, performance measurement, benchmarking, and complex analysis.

Minimum Education: Master Degree; **Minimum Experience:** 7 years

Senior Programmer

Functional Description: Under general direction, formulates/defines systems scope and objectives. Devises or modifies procedures to solve complex problems, considering computer equipment capacity and limitations, operating time, and form of desired results. Prepares detailed specifications from which programs will be written. Designs, codes, tests, debugs, and documents those programs. Competent to work at the highest technical level of all phases of application and multimedia systems analysis and programming activities. May be responsible for completion of a project phase. Regularly provides guidance and training to less experienced analysts/programmers.

Minimum Education: Bachelor's Degree; **Minimum Experience:** 10 years

Senior Analyst

Functional Description: Performs needs, functional, logical, lifecycle, and technical analyses; feasibility studies; cost-benefit studies; briefings and presentations; report writing; and post-implementation evaluations for information management projects. Acts as a functional expert for information resource management. Conducts facilitated workshops to gather information and define solutions.

Minimum Education: Bachelor's Degree; **Minimum Experience:** 10 years

Mid-Level Facilitator

Functional Description: Conducts client interviews, preplans, develops agendas, facilitates meetings, and documents meeting results. Provides high-level knowledge of multiple session methodologies, facilitates groups through various processes, serves as client/participant liaison for the session, and performs post-meeting follow-up with the client.

Minimum Education: Bachelor's Degree; **Minimum Experience:** 6 years

Instructional Technologist/Trainer - Senior

Functional Description: Plans, develops, and organizes programs to train and develop personnel. Analyzes training needs and prepares special courses and related manuals. Normally conducts training and development classes and assists in developing criteria to measure the effectiveness of classes. Reviews and recommends new and evolving research, methods, and techniques related to training and developing personnel to meet job requirements.

Minimum Education: Bachelor's Degree; **Minimum Experience:** 6 years

Consultant

Functional Description: Supports requirements definition, business process improvement, and business design activities. Provides insight and experiences from related projects. Develops surveys, conducts interviews, and frames problems for analysis and decision-making. Develops feasibility and cost-benefit studies, lifecycle analyses, briefings and presentations, report writing, and post-implementation evaluations for information management projects. Acts as a functional expert for information resource management.

Minimum Education: Bachelor's Degree; **Minimum Experience:** 6 years

Senior Staff

Functional Description: Senior-level analyst responsible for task requirements, assessing needs, developing information, and considering available solutions and alternative methods. Provides diversified financial management experience, including economic analysis, business case development, activity-based costing, business process reengineering, information engineering, financial systems analysis, and management standards and policy development.

Minimum Education: Bachelor's Degree; **Minimum Experience:** 6 years

Intermediate Programmer

Functional Description: Under general supervision, formulates and defines system scope and objectives through research and fact finding to develop or modify moderately complex information systems. Prepares detailed specifications from which programs will be written. Designs, codes, tests, debugs, documents, and maintains those programs. Competent to work on most phases of application and multimedia systems analysis and programming activities, but requires instruction and guidance in other phases.

Minimum Education: Bachelor's Degree; **Minimum Experience:** 6 years

Instructional Technologist/Trainer - Intermediate

Functional Description: With general direction, can analyze training population and training needs, develop training lessons, and deliver training in the classroom. May evaluate trainee and instructor performance and prepare trainee progress reports for managers.

Minimum Education: Bachelor's Degree; **Minimum Experience:** 4 years

Junior Facilitator

Functional Description: Preplans for meetings at a high level, develops fundamental agendas, facilitates basic meetings, and documents meeting results. Provides ongoing coordination with the client throughout the meeting to ensure results meet requirements, and distributes meeting reports to clients and participants.

Minimum Education: Bachelor's Degree; **Minimum Experience:** 4 years

Research Assistant

Functional Description: Performs needs, functional, logical, and technical analyses; feasibility studies; cost-benefit studies; lifecycle analyses; briefings and presentations; report writing; and post-implementation evaluations. Conducts risk assessments and helps compile data and resources needed for project completion. Develops benchmarks. Coordinates with the Project Manager and client representative to ensure requirements are satisfied.

Minimum Education: Bachelor's Degree; **Minimum Experience:** 4 years

Instructional Technologist/Trainer - Junior

Functional Description: Under supervision, can analyze training population and training needs and develop training lessons. May deliver parts of a training course in the classroom. May contribute to evaluations of trainee and instructor performance and draft trainee progress reports for managers.

Minimum Education: Bachelor's Degree; **Minimum Experience:** 3 years

Graphics Specialist

Functional Description: Responsible for graphics design and use, operation, and setup of computer graphic systems. Executes graphic projects and assists in coordination of all graphic production scheduling. Ensures that graphic projects are completed on time, within budget, and to user's satisfaction. Interfaces with users to determine scope of project and best graphic medium.

Minimum Education: Bachelor's Degree; **Minimum Experience:** 4 years

Junior Programmer

Functional Description: Under immediate supervision, assists in research and fact finding to develop or modify information systems or multimedia programs. Assists in preparing detailed specifications from which programs will be written. Designs, codes, tests, debugs, documents, and maintains those programs.

Minimum Education: High School Diploma or General Education Development (GED) Certification; **Minimum Experience:** 8 years

Junior Staff

Functional Description: Analyst responsible for examining business and financial requirements to assess needs, collect information, and identify alternative methods and solutions. Provides research and analytical support for strategic planning, training development, problem solving, quality management, financial analysis, and business process reengineering.

Minimum Education: High School Diploma or General Education Development (GED) Certification; **Minimum Experience:** 6 years

Administrative Staff

Functional Description: Performs administrative management tasks such as word processing, spreadsheet development, administrative typing, and filing. Helps produce and prepare deliverables. Maintains schedules, schedules meetings, records minutes, and prepares meeting notes. Provides administrative support to staff, including research and analytical support.

Minimum Education: High School Diploma or General Education Development (GED) Certification; **Minimum Experience:** 6 years

Co-Facilitator

Functional Description: Develops a basic agenda, facilitates meetings, documents session results, and operates software programs. Provides group guidance needed to use various tools and software, and coordinates with other facilitators.

Minimum Education: High School Diploma or General Education Development (GED) Certification; **Minimum Experience:** 4 years

Administrative Support

Functional Description: Performs clerical and administrative tasks such as word processing, data entry, typing, and filing. Assists in the production and preparation of deliverables. Maintains schedules, schedules meetings, records minutes, and prepares meeting notes.

Minimum Education: High School Diploma or General Education Development (GED) Certification; **Minimum Experience:** 4 years

Advertising & Integrated Marketing Solutions (AIMS)

1. Services Offered

NDFG offers a proven capability to deliver advertising and integrated marketing solutions encompassing all phases of the public communications lifecycle:

- ▶ Public education and outdoor marketing and media
- ▶ Radio, television, and public service announcements
- ▶ Introduction of new products or services
- ▶ Direct mail
- ▶ Commercial photography
- ▶ Commercial art and graphics design
- ▶ Market research, media analysis, and related services
- ▶ Web site design and maintenance
- ▶ Trade shows/exhibits and conference and event planning
- ▶ Press and public relations
- ▶ Videotape and film production

NDFG can staff projects quickly with fully qualified personnel who communicate effectively with project stakeholders at all levels. Our public relations team offers experience and creative talent; and best-in-class tools for research, development, and outreach. NDFG engages in comprehensive outreach efforts to positively impact public opinion. Our approach—characterized by a long-term commitment to superior service and a close partnership with our customers—is to customize our services and products to meet and exceed customer needs.

Key features of a NDFG-developed public relations campaign:

- ▶ Strategic planning, which includes evaluating public opinion toward you, gauging the effectiveness of your policies and activities for public opinion issues, and making recommendations to officials and senior community leaders for public communications policies and actions.
- ▶ Practical application, product development, and infrastructure support, which includes integrating ongoing actions with new initiatives, as well as responding to mail, electronic, and telephonic inquiries. Product development includes the design of visual communications tools—public service announcements, brochures, pamphlets, multimedia presentations, news releases, outdoor advertising, and newsletters—developing interactive communications capabilities via the Internet; conducting market research; performing clearinghouse operations; and expanding outreach efforts.
- ▶ Organizational communications development, which includes conducting media relations operations; developing media relations training for subject matter experts; and coordinating public interfaces via meetings, editorial boards, public appearances, and participation in media activities.
- ▶ Campaign evaluation, which includes an analysis of the strategic plan and program implementation as it relates to public opinion and individual attitudes.

To implement a public relations campaign, NDFG first analyzes customer requirements. Then, we assist in the development and execution of marketing plans, applying the principles of crisis and risk communications as necessary. NDFG can develop the marketing plan autonomously and submit it for customer review and approval. Next, we evaluate the effectiveness of customer policies and activities, and help develop follow-up strategies. Throughout a cycle of planning and evaluation, we refine communications strategies, develop measures of effectiveness, conduct

formal and informal in-progress reviews, and help retrain personnel as needed to integrate these functions into your infrastructure.

When we develop a public relations campaign, we start with one basic question: What is the need? We conduct an objective examination of your policies, procedures, and history as an initial step in the identification of your needs. We identify any points of conflict and/or gaps in knowledge with respect to your public relations campaign objectives. The results of this analysis form the basis of an action plan to best organize and synthesize your resources with those of NDFG.

To aid this process, NDFG offers in-house training tools that have proven extremely popular with our clients.

What is the desired outcome? NDFG does not merely develop products—we develop solutions. Using integrated analysis and decision support tools, we will identify campaign goals, and then develop a coordinated strategy, objectives, milestones, and measurable evaluation criteria.

NDFG's approach is simple and straightforward: we build strategic relationships with our clients; we deliver tailored, right-sized solutions; and we provide value-added business results.

2. Description of Services

Public Education and Outdoor Marketing and Media Services

Painted and/or electronic displays, posters, billboards, banners, bulletins, tear cards, balloons, skywriting, bumper stickers, novelty items such as key chains, and other miscellaneous business services.

Radio, Television, and Public Service Announcement Services

Developing radio or television announcements, creating draft scripts and storyboards, TV monitoring, paid advertising, media buying, instantaneous satellite, news clippings, and ad tracking services.

Direct Mail Services

Address list compilation, addressing, warehousing/clearinghouse services, and mail advertising services including direct mail and postage.

Commercial Photography Services

Aerial photography, still photographs/field and studio photography, and related services such as photo editing and high-resolution scanning.

Commercial Art and Graphics Design Services

Developing conceptual designs and layouts, sketches, drawings, publications designs, typographic layouts, and artwork including electronic artwork.

Market Research, Media Analysis, and Related Services

Market trends and analyses, conducting focus groups, telemarketing, individual interviews, preparing/distributing surveys, and analyzing results.

Web Site Design and Maintenance Services

Creating, developing, administering, and/or enhancing existing web site designs, including the design and maintenance of any graphics/documents associated with the web site.

Trade Shows/Exhibits and Conference and Event Planning Services

Pre-conference planning to include topic identification, speaker and site selection, reservations for conference facilities, onsite meeting support and registration services, editorial services, automation and telecommunications support, production design and editing, audio visual equipment and operations, mailing and other communications with attendees, including pre/post meeting mailings, travel support, and computer support and database design and maintenance.

Press and Public Relations Services

Developing media messages and strategies; recommending media sources for placement of campaigns; preparing media materials, including but not limited to, background materials, press releases, media alerts, speeches and presentations, and press kits; and executing media programs that may include, but are not limited to, press conferences, distribution of press materials, scheduling broadcast and/or print interviews, and media buying services such as instantaneous satellite services.

3. Labor Rates

NDFG labor rates are divided into two lists: Government-Site Rates and Contractor-Site Rates. Rates include an industrial Funding Fee (IFF) of .75% and annual escalation of 1.8%.

AIMS GOVERNMENT-SITE RATES	Ordering Period				
	12/29/14 - 8/23/15	8/24/15 - 8/23/16	8/24/16 - 8/23/17	8/24/17 - 8/23/18	8/24/18 - 8/23/19
Program Manager	\$165.06	\$168.03	\$171.06	\$174.13	\$177.27
Project Manager	\$142.77	\$145.34	\$147.96	\$150.62	\$153.33
Marketing Director	\$119.46	\$121.61	\$123.80	\$126.03	\$128.30
Principal Marketing Specialist	\$124.67	\$126.91	\$129.20	\$131.52	\$133.89
Senior Marketing Specialist	\$90.96	\$92.60	\$94.26	\$95.96	\$97.69
Marketing Specialist	\$63.22	\$64.36	\$65.52	\$66.70	\$67.90
Media Buyer/Manager	\$104.62	\$106.50	\$108.42	\$110.37	\$112.36
Media Specialist	\$78.76	\$80.18	\$81.62	\$83.09	\$84.59
Senior Market Research Consultant	\$90.96	\$92.60	\$94.26	\$95.96	\$97.69
Market Research Analyst	\$78.76	\$80.18	\$81.62	\$83.09	\$84.59
Market Research Assistant	\$60.47	\$61.56	\$62.67	\$63.79	\$64.94
Broadcast Journalist	\$50.86	\$51.78	\$52.71	\$53.66	\$54.62
Senior Audio-Visual Production Specialist	\$90.96	\$92.60	\$94.26	\$95.96	\$97.69
Audio-Visual Production Specialist	\$69.29	\$70.54	\$71.81	\$73.10	\$74.42
Camera Operator	\$48.15	\$49.02	\$49.90	\$50.80	\$51.71
Photographer	\$55.39	\$56.39	\$57.40	\$58.44	\$59.49
Photographer's Assistant	\$43.24	\$44.02	\$44.81	\$45.62	\$46.44
Senior Copy Writer/Editor	\$72.35	\$73.65	\$74.98	\$76.33	\$77.70
Copy Writer/Editor	\$50.86	\$51.78	\$52.71	\$53.66	\$54.62
Webmaster/Multimedia Designer	\$104.62	\$106.50	\$108.42	\$110.37	\$112.36
Senior Graphic Specialist	\$90.96	\$92.60	\$94.26	\$95.96	\$97.69
Graphic Specialist	\$63.22	\$64.36	\$65.52	\$66.70	\$67.90
Senior Desktop Publisher/Typographer	\$60.47	\$61.56	\$62.67	\$63.79	\$64.94
Desktop Publisher/Typographer	\$54.34	\$55.32	\$56.31	\$57.33	\$58.36
Senior Technical Writer/Editor	\$90.96	\$92.60	\$94.26	\$95.96	\$97.69
Technical Writer/Editor	\$72.35	\$73.65	\$74.98	\$76.33	\$77.70
Data Entry Technician	\$47.29	\$48.14	\$49.01	\$49.89	\$50.79
Production/Operations Manager	\$110.03	\$112.01	\$114.03	\$116.08	\$118.17
Senior Production/Operations Specialist	\$69.46	\$70.71	\$71.98	\$73.28	\$74.60
Production/Operations Specialist	\$63.22	\$64.36	\$65.52	\$66.70	\$67.90
Risk Communications Specialist	\$107.44	\$109.37	\$111.34	\$113.35	\$115.39
Administrative Support Technician	\$54.34	\$55.32	\$56.31	\$57.33	\$58.36
General Clerk	\$38.45	\$39.14	\$39.85	\$40.56	\$41.29

AIMS CONTRACTOR-SITE RATES	Ordering Period				
	12/29/14 - 8/23/15	8/24/15 - 8/23/16	8/24/16 - 8/23/17	8/24/17 - 8/23/18	8/24/18 - 8/23/19
Labor Category					
Program Manager	\$197.49	\$201.04	\$204.66	\$208.35	\$212.10
Project Manager	\$170.83	\$173.90	\$177.04	\$180.22	\$183.47
Marketing Director	\$142.94	\$145.51	\$148.13	\$150.80	\$153.51
Principal Marketing Specialist	\$149.16	\$151.84	\$154.58	\$157.36	\$160.19
Senior Marketing Specialist	\$108.84	\$110.80	\$112.79	\$114.82	\$116.89
Marketing Specialist	\$75.64	\$77.00	\$78.39	\$79.80	\$81.23
Media Buyer/Manager	\$125.18	\$127.43	\$129.73	\$132.06	\$134.44
Media Specialist	\$94.23	\$95.93	\$97.65	\$99.41	\$101.20
Senior Market Research Consultant	\$108.84	\$110.80	\$112.79	\$114.82	\$116.89
Market Research Analyst	\$94.23	\$95.93	\$97.65	\$99.41	\$101.20
Market Research Assistant	\$72.35	\$73.65	\$74.98	\$76.33	\$77.70
Broadcast Journalist	\$60.85	\$61.95	\$63.06	\$64.20	\$65.35
Senior Audio-Visual Production Specialist	\$108.84	\$110.80	\$112.79	\$114.82	\$116.89
Audio-Visual Production Specialist	\$82.92	\$84.41	\$85.93	\$87.48	\$89.05
Camera Operator	\$57.62	\$58.66	\$59.71	\$60.79	\$61.88
Photographer	\$66.28	\$67.47	\$68.69	\$69.92	\$71.18
Photographer's Assistant	\$51.73	\$52.66	\$53.61	\$54.57	\$55.56
Senior Copy Writer/Editor	\$86.56	\$88.12	\$89.70	\$91.32	\$92.96
Copy Writer/Editor	\$60.85	\$61.95	\$63.06	\$64.20	\$65.35
Webmaster/Multimedia Designer	\$125.18	\$127.43	\$129.73	\$132.06	\$134.44
Senior Graphic Specialist	\$108.84	\$110.80	\$112.79	\$114.82	\$116.89
Graphic Specialist	\$75.64	\$77.00	\$78.39	\$79.80	\$81.23
Senior Desktop Publisher/Typographer	\$72.35	\$73.65	\$74.98	\$76.33	\$77.70
Desktop Publisher/Typographer	\$65.01	\$66.18	\$67.37	\$68.58	\$69.82
Senior Technical Writer/Editor	\$108.84	\$110.80	\$112.79	\$114.82	\$116.89
Technical Writer/Editor	\$86.56	\$88.12	\$89.70	\$91.32	\$92.96
Data Entry Technician	\$56.59	\$57.61	\$58.65	\$59.70	\$60.78
Production/Operations Manager	\$131.66	\$134.03	\$136.44	\$138.90	\$141.40
Senior Production/Operations Specialist	\$83.10	\$84.60	\$86.12	\$87.67	\$89.25
Production/Operations Specialist	\$75.64	\$77.00	\$78.39	\$79.80	\$81.23
Risk Communications Specialist	\$128.56	\$130.87	\$133.23	\$135.63	\$138.07
Administrative Support Technician	\$65.01	\$66.18	\$67.37	\$68.58	\$69.82
General Clerk	\$46.01	\$46.84	\$47.68	\$48.54	\$49.41

4. Labor Category Descriptions

These labor category descriptions include a functional description and the minimum education and experience necessary to perform the services in the labor category. Additional experience is an acceptable substitute for college degree requirements. One-and-one-half (1.5) years of additional experience can substitute for one (1) year of a typical degree program. For example, if a labor category requires a Bachelor's degree which is typically a four-year program, an additional six years of experience can substitute for the Bachelor's degree.

Program Manager

Functional Description: Simultaneously plans and manages highly visible program operations, including technical support, involving multiple projects/task orders and personnel at diverse locations. Organizes, directs, and coordinates planning and execution of all program activities. Must be able to effectively interface with all levels of management. Establishes and alters management structure, as necessary, to effectively direct program activities. Meets and confers with Government management officials regarding status of specific activities, as well as problems, issues, or conflicts requiring resolution.

Minimum Education: Master's Degree; **Minimum Experience:** 10 years

Project Manager

Functional Description: Directs activities to implement and manage specific projects. Possesses expertise, particularly in marketing and communications, to define problems, collect data, establish facts, and draw valid conclusions. Develops, directs, and manages strategic plans, and provides tailored services and leadership in support of marketing, media, and public information services projects. Also advises client in these areas as necessary.

Minimum Education: Master's Degree; **Minimum Experience:** 8 years

Marketing Director

Functional Description: Develops, directs, and manages strategic plans, and provides tailored services in support of corporate communications. Defines target markets and develops marketing and media plans, launch strategies, product positioning, messaging, and creative tactical ideas supporting client objectives. Communicates products to electronic, print, and Internet media. Provides day-to-day media monitoring and trends analysis. Identifies, negotiates, and manages advertising media purchases. Conducts staff media training. Develops evaluation tools, monitors and evaluates public response, and when necessary, directs corrective action to ensure consistency and accuracy of message. Advises client on communications matters. Creates, monitors, and evaluates effectiveness of a speaker's bureau. Develops products, opportunities, and strategies for client participation in public events, conferences, and meetings. Develops informational materials for use in response to public inquiries. Develops contingency plans for potential emergencies and surge operations. Creates, manages, and monitors web operations and other information technology support operations. Develops and distributes information products. Directs and manages information distribution.

Minimum Education: Master's Degree; **Minimum Experience:** 8 years

Principal Marketing Specialist

Functional Description: Develops, directs, and manages corporate communications program involving advertising and collateral materials. Defines target markets and creates long-term marketing plans. Develops launch strategies, product positioning, messaging, and creative tactical ideas in support of client objectives. Outlines overall corporate situation analysis. Provides tailored services, develops evaluation tools, and monitors public response. Produces annual marketing proposals defining advertising for all media, public service announcements, and public relations. Manages budget schedules and timelines. Develops media strategies, provides counsel, and serves as spokesperson, as required.

Minimum Education: Master's Degree; **Minimum Experience:** 5 years

Sr. Marketing Specialist

Functional Description: Develops, directs, and manages corporate communications program involving advertising and collateral materials. Defines target markets and creates long-term marketing plans. Outlines overall corporate

situation analysis. Provides tailored services, develops evaluation tools, and monitors public response. Produces annual marketing proposals, defining advertising for all media, public service announcements, and public relations. Manages budget schedules and timelines. Develops media strategies, provides counsel, and serves as spokesperson, as required.

Minimum Education: Bachelor's Degree; **Minimum Experience:** 8 years

Marketing Specialist

Functional Description: Manages corporate communications program involving advertising and collateral materials. Creates long-term marketing plans and outlines overall corporate situation analysis. Provides tailored services, develops evaluation tools, and monitors public response. Produces annual marketing proposals defining advertising for all media, public service announcements, and public relations. Supports budget schedules and timelines. Develops media strategies, provides counsel, and serves as spokesperson, as required.

Minimum Education: Bachelor's Degree; **Minimum Experience:** 3 years

Media Buyer/Manager

Functional Description: Identifies, negotiates, and manages advertising media purchases. Establishes and maintains rapport with print and electronic media services—including magazines, newspapers, Internet service providers, radio and television stations, and direct-mail brokers—to purchase advertising space. Develops long-term relationships with media account representatives to negotiate reduced rates. Works directly with the Market Research Analyst to purchase media in well-defined, target markets. Contributes to annual marketing proposal.

Minimum Education: Bachelor's Degree; **Minimum Experience:** 10 years

Media Specialist

Functional Description: Determines content and placement of client issues in electronic and print media. Provides a full range of services including press and media relations, research, special products, development, maintenance of press files, and content analysis. Serves as liaison to news outlets, generating and responding to media interest to ensure client issues are presented in an accurate and timely manner. Writes and distributes press releases, makes day-book entries, prepares Op/Ed pieces, and drafts news stories. Monitors trends and provides recommendations. As required, arranges press conferences, briefings, and interviews, and coordinates and manages editorial boards. For both national and international media, conducts media training for client subject-matter experts. As required, serves as client spokesperson for routine issues.

Minimum Education: Bachelor's Degree; **Minimum Experience:** 6 years

Sr. Market Research Consultant

Functional Description: Develops, directs, and manages research to determine content and placement of client product or message in print and electronic media. Conducts market analysis in support of strategic marketing plan and annual marketing proposal. Develops evaluation tools and monitors public response. Conducts focus groups and customer surveys to obtain information on well-defined, target market. Familiar with a variety of electronic search tools.

Minimum Education: Bachelor's Degree; **Minimum Experience:** 8 years

Market Research Analyst

Functional Description: Conducts and develops market analysis in support of annual marketing proposal. Conducts internal and external analysis to identify target audience and strategic product placement. Contributes to annual marketing proposal. Researches market, including market positioning, product overview, and financial analysis. Develops competitive analysis.

Minimum Education: Bachelor's Degree; **Minimum Experience:** 6 years

Market Research Assistant

Functional Description: Assists Market Research Analyst in all aspects of market research. Conducts and develops market analysis in support of strategic marketing plan and annual marketing proposal. Conducts internal and external market analysis. Contributes to annual marketing proposal. Researches market, including market positioning, product overview, branding, and financial analysis. Develops competitive analysis.

Minimum Education: High School Diploma or General Education Development (GED) Certification; **Minimum Experience:** 8 years

Broadcast Journalist

Functional Description: Identifies, researches, writes, and produces news and feature stories, as well as public service announcement spots for radio and television using accepted broadcast news practices. Develops stories independently consistent with broadcast product requirements. Directs the work of supporting television news photography crews and editors, including selection or approval of interviews, preparation of individuals to be interviewed, and scene selection. In developing broadcast reports, considers client information objectives and policies, and target audience demographics, information needs, and interests. Conducts all required project coordination with points of contact. Researches, acquires, screens, and selects stock footage to be used in productions, determining suitability based on subject timeliness, technical quality, and propriety of intended use. Determines need for original television news photography and develops shooting assignments. Interviews subjects for broadcast reports. For media interviews, develops questions appropriate to the subject and designed to elicit desired responses. Conducts pre-interview discussion with interviewees. Participates in audio and video product editing to ensure accurate script interpretation and rewrites.

Minimum Education: Bachelor's Degree; **Minimum Experience:** 1 year

Sr. Audio-Visual Production Specialist

Functional Description: Organizes, directs, manages, and instructs subordinates in the advanced aspects of creating and producing graphics for broadcast, including promotional graphics, as well as graphs and charts. Creates multimedia productions on AVID editing equipment, including public service announcements; documentaries; and historical, scientific, and cultural presentations. Dubs and edits Beta and 8-mm video on VHS tapes. Establishes, organizes, and maintains tape library. Creates still photos from videotape. Advises and consults with creative scriptwriters through all phases of production, post production, and final product presentation. Is familiar with a variety of production software.

Minimum Education: Bachelor's Degree; **Minimum Experience:** 8 years

Audio-Visual Production Specialist

Functional Description: Develops, creates, and produces graphics for broadcast, including promotional graphics, as well as graphs and charts. Creates multimedia productions on AVID editing equipment, including short- and long-form public service announcements; documentaries; and historical, scientific, and cultural presentations. Dubs and edits Beta and 8-mm video on VHS tapes. Catalogues and maintains tape library. Creates still photos from implemented presentations. Is familiar with a variety of production software and products.

Minimum Education: Bachelor's Degree; **Minimum Experience:** 5 years

Camera Operator

Functional Description: Shoots video footage for ENG and EFP productions. Sets up interviews both in the studio and in the field. Controls lighting and sound quality, as well as video framing on both interview and B-roll assignments. Maintains file stock and performs operator-level maintenance on video equipment. Uses creative framing, varied looks, and stylized lighting schemes to create audience interest in naturally static subjects. Closely collaborates with scriptwriters and interviewers to maximize finished-product quality.

Minimum Education: High School Diploma or General Education Development (GED) Certification; **Minimum Experience:** 6 years

Photographer

Functional Description: Conducts photo shoots for marketing communications materials. Creates effective images in color and black-and-white, using both SLR and digital cameras. Processes chromatic and monochromatic film and paper. Scans images and maintains image library. Acquires photos and prepares images for use in newsletters, print advertising, information products, and historical records. Works in a variety of lighting scenarios, both in the studio and in the field. Coordinates closely with editors and producers in other media to create or locate appropriate images. Transforms images to digital format. Takes photos as required and, when necessary, arranges lighting and coordinates with stylists, art directors, and make-up artists. Is familiar with imaging software. Possesses advanced, hands-on experience with manual and digital cameras and processors.

Minimum Education: High School Diploma or General Education Development (GED) Certification; **Minimum Experience:** 8 years

Photographer's Assistant

Functional Description: Assists photographer in acquiring photos and images for use in newsletters, print advertising, information products, and historical records of significant events. Assists with photo shoots as needed. Carries equipment and arranges lighting, tripods, and other photographic equipment in a variety of lighting scenarios, in the studio and in the field. Acts as stylist and make-up artist as required. Transforms images to digital format. Maintains image library. Is familiar with color and black-and-white photography, using both SLR and digital cameras. Possesses experience with imaging software and darkrooms.

Minimum Education: High School Diploma or General Education Development (GED) Certification; **Minimum Experience:** 4 years

Sr. Copy Writer/Editor

Functional Description: Develops, directs, and manages the editorial aspects of internal and external communications programs. Works closely with the client and strategic planners to define communications objectives and to ensure requirements are achieved. Creates a wide variety of written materials to promote public understanding of client programs and products. Integrates risk-communications techniques to determine content, tone, and manner of communication in a high-demand, fast-paced environment. Develops concepts and writes copy for newsletters, press releases, brochures, TV and radio announcements, direct mail pieces, print ads, external print outlets, and online delivery including web-site content. Applies writing principles consistent with the product. Evaluates and edits copy as required. Conducts periodic trends analysis to determine audience feedback and evaluate effectiveness of the communications campaign. Possesses solid project management skills with regard to strategic and tactical writing styles.

Minimum Education: Bachelor's Degree; **Minimum Experience:** 4 years

Copy Writer/Editor

Functional Description: Determines requirements and creates copy for internal and external communications. Works in a high-demand, fast-paced environment. Develops concepts and writes copy for newsletters, press releases, brochures, TV and radio announcements, direct mail pieces, print ads, external print outlets, and online delivery including web-site content. Works closely with strategic planners to produce a variety of communications materials. Integrates technical details with creative vision to write accurate and distinctive copy. Applies writing principles consistent with the product. Edits copy as required. Responsible for copy development from the conceptual stage through product completion.

Minimum Education: Bachelor's Degree; **Minimum Experience:** 1 year

Webmaster/Multimedia Designer

Functional Description: Manages a web site by creating content, adapting existing content to a web-friendly format, creating and maintaining logical structure of the content, running web server and other related software, and performing system administration. Converts new and diverse information into a web language such as HTML. Processes images for size, resolution, and format. Researches, evaluates for content, creates, and develops multimedia presentations from inception to distribution.

Minimum Education: Bachelor's Degree; **Minimum Experience:** 10 years

Sr. Graphic Specialist

Functional Description: Designs graphics materials. Acts as lead designer for multiple delivery methods, including CD-ROM, web, and print materials, which may include newsletters, brochures, advertisements, and marketing collateral. Develops templates, graphics standards, style guides, and procedures to support in-house or external production teams. Supervises print production. Experienced with software packages and pre-press production. Meets with clients as required.

Minimum Education: Bachelor's Degree; **Minimum Experience:** 8 years

Graphic Specialist

Functional Description: Designs graphics materials for multiple delivery methods, including CD-ROM, web, and print materials, which may include newsletters, brochures, advertisements, and marketing collateral. Assists supervisor in developing templates, graphics standards, style guides, and procedures to support in-house production team and outside vendors. Possesses knowledge of print production. Experienced with software packages and pre-press production.

Minimum Education: Bachelor's Degree; **Minimum Experience:** 3 years

Sr. Desktop Publisher/Typographer

Functional Description: Creates graphics materials following standard, pre-set layouts. Produces desktop publishing for multiple delivery methods, including CD-ROM, web, and print. Possesses knowledge of graphics and typography standards and usage. Experienced in fast-paced web and print environments. Possesses advanced skills in Adobe PageMaker or QuarkXPress, and has experience with Adobe Illustrator, Adobe PhotoShop, and HTML. Experienced with four-color pre-press and print production, image manipulation, and scanning.

Minimum Education: High School Diploma or General Education Development (GED) Certification; **Minimum Experience:** 8 years

Desktop Publisher/Typographer

Functional Description: Creates graphics materials following standard, pre-set layouts. Assists supervisor in producing desktop publishing for multiple delivery methods, including CD-ROM, web, and print. Possesses knowledge of graphics and typography standards and usage. Experienced in Adobe PageMaker or QuarkXPress, Adobe Illustrator, Adobe PhotoShop, and HTML. Experienced with four-color pre-press and print production, image manipulation, and scanning.

Minimum Education: High School Diploma or General Education Development (GED) Certification; **Minimum Experience:** 6 years

Sr. Technical Writer/Editor

Functional Description: Directs, develops, implements, and manages written communications products. Analyzes technical information and develops, monitors, and evaluates products to communicate effectively to the intended audience. Serves as a liaison between technical experts and client stakeholders. Develops communications tools, conducts research, and monitors technology resources. Develops, writes, and edits written products. Directs and manages the editorial process for brochures with photos, convention-style displays, illustrations, videos, multimedia presentations, and other information products. Manages production via frequent communications with commercial and Government printing offices. Possesses excellent oral and written communications abilities and has a keen understanding of the principles of communications.

Minimum Education: Bachelor's Degree; **Minimum Experience:** 8 years

Technical Writer/Editor

Functional Description: Develops and implements written communications and products program. Analyzes technical information and develops products to communicate with a worldwide audience. Provides a link between technical experts and client stakeholders. Develops communications tools, conducts research, and monitors technology resources to ensure appropriate options are available. Develops, writes, and edits written products in support of client objectives. Manages the editorial process, creates brochures, photos, convention-style displays, illustrations, video, multimedia, and other visual forms and information products, as directed by the client. Manages production via frequent communications with commercial printers and the Government Printing Office. Possesses excellent oral and written communications abilities and has a keen understanding of the principles of communications.

Minimum Education: Bachelor's Degree; **Minimum Experience:** 4 years

Data Entry Technician

Functional Description: Provides detail-oriented, analytical word processing support, with proficiency in MS Word and MS Excel. Responsible for editing and maintaining records, researching information, and reviewing and responding to correspondence. Manages information distribution operations. Enters data at 8,500-12,000 kpm. Identifies and corrects errors, and produces reports.

Minimum Education: High School Diploma or General Education Development (GED) Certification; **Minimum Experience:** 4 years

Production/Operations Manager

Functional Description: Creates, implements, directs, and manages daily operations and budget in accordance with established project plan and in compliance with customer requirements. Responsible for maintaining current status of ongoing programs, capturing all data and current project status, preparing information briefings, supervising preparation and maintenance of weekly and monthly management report books, and developing current standard operating procedures. Responsible for assisting in the development of broad-based information communications strategies and action plans based on an understanding of organizational goals and objectives. Develops information products based on target audience and budget. Supervises execution of information plan using all available media.

Minimum Education: Bachelor's Degree; **Minimum Experience:** 5 years

Sr. Production/Operations Specialist

Functional Description: Assists Production/Operations Manager in implementing and managing daily operations and budget in accordance with established project plan and in compliance with client requirements. Maintains current status of assigned ongoing programs, capturing all data and current project status. Supervises and prepares information briefings and maintains weekly and monthly management report books. Ensures compliance with current standard operating procedures. Responsible for assisting in developing and executing broad-based information communications strategies and action plans based on an understanding of organizational goals and objectives. Develops information products based on target audience and budget. Helps supervise the execution of the approved information plan using all available media.

Minimum Education: Bachelor's Degree; **Minimum Experience:** 4 years

Production/Operations Specialist

Functional Description: Assists in implementing daily operations and budget in accordance with established project plan and in compliance with client requirements. Maintains current status of assigned ongoing programs, capturing all data and current project status. Prepares information briefings and maintains weekly and monthly management report books. Maintains, updates, and ensures compliance with current standard operating procedures. Executes information communications strategies and action plans based on an understanding of organizational goals and objectives. Prepares information products based on guidance and target audience. Executes information plan using all available communications resources.

Minimum Education: Bachelor's Degree; **Minimum Experience:** 3 years

Risk Communications Specialist

Functional Description: Develops and executes communications strategies and public participation and outreach programs supporting environmental and health and safety issues. Serves as prime liaison between client and target audiences including safety, health, and environmental managers; the general public; elected officials; media; regulators; and employees. Provides strategic communications counsel to senior management. Supervises consultants and manages budget. Develops and tracks evaluation metrics to measure impact of communications strategies. Possesses expertise in crisis communications, issues management, and high-visibility media relations dealing with controversial issues. Has outstanding planning, organizational, and teaming skills, and strong writing and interpersonal skills. Is trained in risk communications and facilitation techniques. Possesses strong project management skills, especially involving large teams.

Minimum Education: Bachelor's Degree; **Minimum Experience:** 10 years

Administrative Support Technician

Functional Description: Performs administrative tasks such as word processing and spreadsheet development. Assists in the production and preparation of deliverables. Maintains schedules, schedules meetings, takes minutes, and prepares meeting notes. Provides administrative support to staff to include research and analytical support.

Minimum Education: High School Diploma or General Education Development (GED) Certification; **Minimum Experience:** 6 years

General Clerk

Functional Description: Performs clerical and administrative tasks such as word processing, spreadsheet development, typing, and filing. Assists in the production and preparation of deliverables. Maintains schedules, schedules meetings, takes minutes, and prepares meeting notes.

Minimum Education: High School Diploma or General Education Development (GED) Certification; **Minimum Experience:** 2 years

Financial and Business Solutions (FABS)

1. Services Offered

Chief Financial Officers and other financial and program managers must carry out their financial management responsibilities within an increasingly complex environment of new accounting standards, systems, and reporting requirements. This contract enables Federal CFOs and financial officials to operate efficiently with shrinking resources, providing a means to quickly acquire the services of qualified financial and business solutions providers.

NDFG's core business is providing professional services to the Federal sector. We offer qualified professionals to provide the full spectrum of accounting, budgeting, and financial management services available under this schedule.

NDFG offers stellar performance in financial management and complementary auditing support services. We understand the requirements of the CFO Act and OMB 97-01; moreover, we have successfully performed complementary audit procedures using this guidance in support of multiple federal departments and agencies. Among the services NDFG offers are:

Complementary Audit Services

Auditors can perform services other than audits, for example:

- ▶ Assist in the development of questions for use at hearings.
- ▶ Develop methods and approaches to be applied in evaluating a new or proposed program.
- ▶ Forecast potential outcomes under various assumptions.

Accounting

Services may include, but are not limited to, the following:

- ▶ Analyzing, processing, and summarizing transactions
- ▶ Assisting in devising new or revised accounting policies and procedures
- ▶ Classifying accounting transactions
- ▶ Performing special studies to improve accounting operations
- ▶ Resolving accounting issues
- ▶ Resolving and/or implementing audit findings
- ▶ Assessing or enhancing accounting internal controls
- ▶ Improving operating efficiency and effectiveness.

Budgeting

Services may include, but are not limited to, the following:

- ▶ Assessing and improving the budget formation and/or execution process
- ▶ Reviewing budgetary controls
- ▶ Provide technical assistance to improve budget preparation or execution processes
- ▶ Conducting special reviews of budget formulation or execution issues.

Complementary Financial Management Services

Services may include, but are not limited to, the following:

- ▶ Assessing and improving financial management systems
- ▶ Conduct financial system alternative analysis
- ▶ Assisting with implementation of corrective actions
- ▶ Identifying and Documenting systems requirements
- ▶ Financial reporting and analysis
- ▶ Strategic financial planning
- ▶ Financial policy formulation and development
- ▶ Conduct special cost studies
- ▶ Perform actuarial services
- ▶ Perform economic and regulatory analysis
- ▶ Assist with financial quality assurance efforts
- ▶ Perform benchmarking
- ▶ IT Capital planning and portfolio management
- ▶ Activity-Based management
- ▶ Business case and Cost-Benefit analysis
- ▶ Planning and developing systems.

2. Labor Rates

NDFG labor rates are divided into two lists: Government-Site Rates and Contractor-Site Rates. Rates include an industrial Funding Fee (IFF) of .75% and annual escalation of 1.8%.

FABS GOVERNMENT-SITE RATES	Ordering Period				
	12/29/14 - 8/23/15	8/24/15 - 8/23/16	8/24/16 - 8/23/17	8/24/17 - 8/23/18	8/24/18 - 8/23/19
Partner/Key Principal	\$184.83	\$188.16	\$191.54	\$194.99	\$198.50
Principal/Senior Manager	\$142.77	\$145.34	\$147.96	\$150.62	\$153.33
Manager	\$110.03	\$112.01	\$114.03	\$116.08	\$118.17
Senior Auditor/Accountant	\$72.35	\$73.65	\$74.98	\$76.33	\$77.70
Staff Auditor/Accountant	\$50.86	\$51.78	\$52.71	\$53.66	\$54.62
Senior EDP Auditor	\$78.76	\$80.18	\$81.62	\$83.09	\$84.59
EDP Auditor	\$55.39	\$56.39	\$57.40	\$58.44	\$59.49
Senior Financial/Budget/Cost Analyst	\$72.35	\$73.65	\$74.98	\$76.33	\$77.70
Financial/Budget/Cost Analyst	\$55.39	\$56.39	\$57.40	\$58.44	\$59.49
Senior Financial Systems Analyst	\$81.50	\$82.97	\$84.46	\$85.98	\$87.53
Financial Systems Analyst	\$63.22	\$64.36	\$65.52	\$66.70	\$67.90
Accounting Technician	\$30.60	\$31.15	\$31.71	\$32.28	\$32.86
Technical Writer	\$42.98	\$43.75	\$44.54	\$45.34	\$46.16

FABS CONTRACTOR-SITE RATES	Ordering Period				
	12/29/14 - 8/23/15	8/24/15 - 8/23/16	8/24/16 - 8/23/17	8/24/17 - 8/23/18	8/24/18 - 8/23/19
Partner/Key Principal	\$221.17	\$225.15	\$229.20	\$233.33	\$237.53
Principal/Senior Manager	\$170.83	\$173.90	\$177.04	\$180.22	\$183.47
Manager	\$131.66	\$134.03	\$136.44	\$138.90	\$141.40
Senior Auditor/Accountant	\$86.56	\$88.12	\$89.70	\$91.32	\$92.96
Staff Auditor/Accountant	\$60.85	\$61.95	\$63.06	\$64.20	\$65.35
Senior EDP Auditor	\$94.23	\$95.93	\$97.65	\$99.41	\$101.20
EDP Auditor	\$66.28	\$67.47	\$68.69	\$69.92	\$71.18
Senior Financial/Budget/Cost Analyst	\$86.56	\$88.12	\$89.70	\$91.32	\$92.96
Financial/Budget/Cost Analyst	\$66.28	\$67.47	\$68.69	\$69.92	\$71.18
Senior Financial Systems Analyst	\$97.51	\$99.27	\$101.05	\$102.87	\$104.72
Financial Systems Analyst	\$75.64	\$77.00	\$78.39	\$79.80	\$81.23
Accounting Technician	\$36.61	\$37.27	\$37.94	\$38.62	\$39.32
Technical Writer	\$51.41	\$52.34	\$53.28	\$54.24	\$55.21

3. Labor Category Descriptions

These labor category descriptions include a functional description and the minimum education and experience necessary to perform the services in the labor category. Additional experience is an acceptable substitute for college degree requirements. One-and-one-half (1.5) years of additional experience can substitute for one (1) year of a typical degree program. For example, if a labor category requires a Bachelor's degree which is typically a four-year program, an additional six years of experience can substitute for the Bachelor's degree.

Partner/Key Principal

Functional Description: Organizes and directs overall contract performance. Interacts with management personnel assigned to the engagement and is responsible for decisions made with respect to any technical or administrative matters. Approves engagement planning and is responsible for approval of the final report.

Minimum Education: Master's Degree; **Minimum Experience:** 20 years

Principal/Senior Manager

Functional Description: Manages overall engagement performance. Ensures that goals and objectives are accomplished within the prescribed timeframe and funding parameters. Provides updates on engagement progress to the Partner and issues the final report. Conducts quality control inspections and reviews.

Minimum Education: Master's Degree; **Minimum Experience:** 8 years

Manager

Functional Description: Supervises the engagement and is responsible for implementation of procedures to be followed relative to the audit plan or project plan. Is responsible for drafting the audit or engagement report prior to its submission for approval. Assumes responsibility for coordination of subordinate activities. Conducts onsite quality control inspections and reviews.

Minimum Education: Bachelor's Degree; **Minimum Experience:** 5 years

Senior Auditor/Accountant

Functional Description: Responsible for major segments of the audit or engagement. Supervises and directs the efforts of the Staff Auditors/Accountants in performing procedures specified in the audit or project plan. Exercises supervisory control over field personnel and reviews work products prepared during conduct of the engagement for proper documentation. Summarizes engagement results for consideration by the Manager for inclusion in the draft report.

Minimum Education: Bachelor's Degree; **Minimum Experience:** 4 years

Staff Auditor/Accountant

Functional Description: Performs individual audit or work plan tasks under the direct supervision of the Senior Auditor/Accountant or Manager. Examines and analyzes accounting documents to verify accuracy of computations and uniform application of policies, procedures, and acceptable accounting standards. Prepares workpapers and supporting documentation to demonstrate the results of procedures. May recommend changes to established supporting documentation to demonstrate the results of procedures. May recommend changes to established procedures.

Minimum Education: Bachelor's Degree; **Minimum Experience:** 1 year

Senior EDP Auditor

Functional Description: Supervises and directs staff auditors in performing audit procedures specified in the audit plan. Exercises supervisory control over field personnel and reviews work products during conduct of the EDP audit for proper documentation. Summarizes the results of the EDP audit review for consideration by the Manager for inclusion in the draft report.

Minimum Education: Bachelor's Degree; **Minimum Experience:** 6 years

EDP Auditor

Functional Description: Performs individual audit or work plan tasks under the direct supervision of the Senior EDP Auditor. Prepares audit workpapers and supporting documentation for audit exceptions and/or findings.

Minimum Education: High School Diploma or General Education Development (GED) Certification; **Minimum Experience:** 8 years

Sr. Financial/Budget/Cost Analyst

Functional Description: Analyzes, plans, directs, and coordinates activities of designated project. Reviews project plans to determine timeframe, funding limitations, procedures for accomplishing project, staffing requirements, and allotment of available resources for various project phases. Establishes detailed work and staffing plans for each project phase; gathers, organizes, and analyzes problem and/or procedural data; and confers with project staff to communicate detailed work plans and assign duties, responsibilities, and scope of authority. Directs and coordinates activities of project personnel. Reviews project reports prepared for clients.

Minimum Education: Bachelor's Degree; **Minimum Experience:** 4 years

Financial/Budget/Cost Analyst

Functional Description: Analyzes business or operating procedures to devise the most efficient method of accomplishing the work. Tracks administrative management of contracts, personnel, and costs. Plans study of work problems and procedures; gathers and analyzes data; organizes and documents findings of studies; and prepares recommendations for implementing new systems, procedures, or organizational changes.

Minimum Education: High School Diploma or General Education Development (GED) Certification; **Minimum Experience:** 8 years

Sr. Financial Systems Analyst

Functional Description: Performs financial system design and development. Supervises and directs the work of the Financial Systems Analyst. Develops systems improvement recommendations for review by the Manager or Principal/Senior Manager.

Minimum Education: Bachelor's Degree; **Minimum Experience:** 6 years

Financial Systems Analyst

Functional Description: Reviews components of the overall operating system under the supervision of the Senior Financial Systems Analyst. Prepares workpapers and other documentation to support recommended changes to the existing system.

Minimum Education: Bachelor's Degree; **Minimum Experience:** 3 years

Accounting Technician

Functional Description: Posts and balances a wide variety of financial data in various ledgers (i.e., accounts payable, accounts receivable, payroll). Checks and verifies transactions to ensure consistency and accuracy of accounting documents. May assist in the training and guidance of junior accounting personnel.

Minimum Education: High School Diploma or General Education Development (GED) Certification; **Minimum Experience:** 0 years

Technical Writer

Functional Description: Formats and edits final deliverables to ensure they are technically correct and clearly convey the results of the procedures performed. Works under the supervision of the Principal/Senior Manager or Manager.

Minimum Education: Bachelor's Degree; **Minimum Experience:** 0 years

Professional Engineering Services (PES)

1. Services Offered

871-1 Strategic Planning for Technology Programs/Activities

Services required under this SIN involve the definition and interpretation of high-level organizational engineering performance requirements such as projects, systems, missions, etc., and the objectives and approaches to their achievement. Typical associated tasks include, but are not limited to an analysis of mission, program goals and objectives, requirements analysis, organizational performance assessment, special studies and analysis, training, privatization and outsourcing.

871-2 Concept Development and Requirements Analysis

Services required under this SIN involve abstract or concept studies and analysis, requirements definition, preliminary planning, the evaluation of alternative technical approaches and associated costs for the development or enhancement of high level general performance specifications of a system, project, mission or activity. Typical associated tasks include, but are not limited to requirements analysis, cost/cost-performance trade-off analysis, feasibility analysis, regulatory compliance support, technology conceptual designs, training, privatization and outsourcing.

871-3 System Design, Engineering and Integration

Services required under this SIN involve the translation of a system (or subsystem, program, project, activity) concept into a preliminary and detailed design (engineering plans and specifications), performing risk identification/analysis/mitigation, tractability, and then integrating the various components to produce a working prototype or model of the system. Typical associated tasks include, but are not limited to computer-aided design, design studies and analysis, high level detailed specification preparation, configuration management and document control, fabrication, assembly and simulation, modeling, training, privatization and outsourcing.

871-4 Test and Evaluation

Services required under this SIN involve the application of various techniques demonstrating that a prototype system (subsystem, program, project or activity) performs in accordance with the objectives outlined in the original design. Typical associated tasks include, but are not limited testing of a prototype and first article(s) testing, environmental testing, independent verification and validation, reverse engineering, simulation and modeling (to test the feasibility of a concept), system safety, quality assurance, physical testing of the product or system, training, privatization and outsourcing.

871-5 Integration Logistics Support

Services required under this SIN involves the analysis, planning and detailed design of all engineering specific logistics support including material goods, personnel, and operational maintenance and repair of systems throughout their life cycles. Typical associated tasks include, but are not limited to ergonomic/human performance analysis, feasibility analysis, logistics planning, requirements determination, policy standards/procedures development, long-term reliability and maintainability, training, privatization and outsourcing.

871-6 Acquisition and Life Cycle Management

Services required under this SIN involve the planning, budgetary, contract and systems/program management execution functions required to procure and/or produce, render operational and provide life cycle support (maintenance, repair, supplies, and engineering specific logistics) to technology-based systems, activities, subsystems, projects, etc. Typical associated tasks include, but are not limited to operation and maintenance, program/project management, technology transfer/insertion, training, privatization and outsourcing.

3. Labor Rates

NDFG labor rates are the same for performance at both Government sites and Contractor sites. Rates include an industrial Funding Fee (IFF) of .75% and annual escalation of 1.8%.

PES GOVERNMENT-SITE RATES AND CONTRACTOR SITE RATES	Ordering Period				
	12/29/14 - 8/23/15	8/24/15 - 8/23/16	8/24/16 - 8/23/17	8/24/17 - 8/23/18	8/24/18 - 8/23/19
Labor Category					
Principal 1	\$244.05	\$248.44	\$252.91	\$257.47	\$262.10
Principal 2	\$225.96	\$230.03	\$234.17	\$238.38	\$242.67
Principal 3	\$215.90	\$219.79	\$223.74	\$227.77	\$231.87
Sr. Program Manager	\$205.85	\$209.56	\$213.33	\$217.17	\$221.08
Program Manager	\$169.30	\$172.35	\$175.45	\$178.61	\$181.82
Sr. Project Manager	\$152.53	\$155.28	\$158.07	\$160.92	\$163.81
Project Manager	\$135.79	\$138.23	\$140.72	\$143.26	\$145.83
Sr. Task Leader	\$127.40	\$129.69	\$132.03	\$134.40	\$136.82
Task Leader	\$85.50	\$87.04	\$88.61	\$90.20	\$91.82
Chief Engineer/Scientist	\$186.08	\$189.43	\$192.84	\$196.31	\$199.84
Principal Engineer/Scientist	\$144.17	\$146.77	\$149.41	\$152.10	\$154.83
Sr. Engineer/Scientist 3	\$127.40	\$129.69	\$132.03	\$134.40	\$136.82
Sr. Engineer/Scientist 2	\$119.01	\$121.15	\$123.33	\$125.55	\$127.81
Sr. Engineer/Scientist 1	\$110.63	\$112.62	\$114.65	\$116.71	\$118.81
Engineer/Scientist 3	\$102.26	\$104.10	\$105.97	\$107.88	\$109.82
Engineer/Scientist 2	\$93.86	\$95.55	\$97.27	\$99.02	\$100.80
Engineer/Scientist 1	\$85.50	\$87.04	\$88.61	\$90.20	\$91.82
Jr. Engineer/Scientist 2	\$67.05	\$68.26	\$69.49	\$70.74	\$72.01
Jr. Engineer/Scientist 1	\$50.29	\$51.20	\$52.12	\$53.05	\$54.01
Chief Technician	\$135.79	\$138.23	\$140.72	\$143.26	\$145.83
Principal Technician	\$127.40	\$129.69	\$132.03	\$134.40	\$136.82
Sr. Technician 3	\$119.01	\$121.15	\$123.33	\$125.55	\$127.81
Sr. Technician 2	\$110.63	\$112.62	\$114.65	\$116.71	\$118.81
Sr. Technician 1	\$102.26	\$104.10	\$105.97	\$107.88	\$109.82
Technician 3	\$93.86	\$95.55	\$97.27	\$99.02	\$100.80
Technician 2	\$85.50	\$87.04	\$88.61	\$90.20	\$91.82
Technician 1	\$75.44	\$76.80	\$78.18	\$79.59	\$81.02
Jr. Technician 2	\$58.66	\$59.72	\$60.79	\$61.88	\$63.00
Jr. Technician 1	\$50.29	\$51.20	\$52.12	\$53.05	\$54.01
Chief Analyst	\$144.17	\$146.77	\$149.41	\$152.10	\$154.83
Principal Analyst	\$127.40	\$129.69	\$132.03	\$134.40	\$136.82
Sr. Analyst 3	\$119.01	\$121.15	\$123.33	\$125.55	\$127.81
Sr. Analyst 2	\$110.63	\$112.62	\$114.65	\$116.71	\$118.81

Sr. Analyst 1	\$102.26	\$104.10	\$105.97	\$107.88	\$109.82
Analyst 3	\$93.86	\$95.55	\$97.27	\$99.02	\$100.80
Analyst 2	\$85.50	\$87.04	\$88.61	\$90.20	\$91.82
Analyst 1	\$75.44	\$76.80	\$78.18	\$79.59	\$81.02
Jr. Analyst 2	\$58.66	\$59.72	\$60.79	\$61.88	\$63.00
Jr. Analyst 1	\$41.91	\$42.66	\$43.43	\$44.21	\$45.01
Sr. Documentation Specialist	\$85.50	\$87.04	\$88.61	\$90.20	\$91.82
Documentation Specialist 2	\$67.05	\$68.26	\$69.49	\$70.74	\$72.01
Documentation Specialist 1	\$50.29	\$51.20	\$52.12	\$53.05	\$54.01
Jr. Documentation Specialist 2	\$41.91	\$42.66	\$43.43	\$44.21	\$45.01
Jr. Documentation Specialist 1	\$35.21	\$35.84	\$36.49	\$37.15	\$37.81
Sr. Graphic Artist	\$127.40	\$129.69	\$132.03	\$134.40	\$136.82
Graphic Artist 3	\$119.01	\$121.15	\$123.33	\$125.55	\$127.81
Graphic Artist 2	\$102.26	\$104.10	\$105.97	\$107.88	\$109.82
Graphic Artist 1	\$85.50	\$87.04	\$88.61	\$90.20	\$91.82
Jr. Graphic Artist 2	\$67.05	\$68.26	\$69.49	\$70.74	\$72.01
Jr. Graphic Artist 1	\$50.29	\$51.20	\$52.12	\$53.05	\$54.01
Sr. Writer Technical	\$110.63	\$112.62	\$114.65	\$116.71	\$118.81
Technical Writer 2	\$93.86	\$95.55	\$97.27	\$99.02	\$100.80
Technical Writer 1	\$85.50	\$87.04	\$88.61	\$90.20	\$91.82
Jr. Technical Writer 2	\$67.05	\$68.26	\$69.49	\$70.74	\$72.01
Jr. Writer Technical 1	\$50.29	\$51.20	\$52.12	\$53.05	\$54.01
Sr. Admin	\$67.05	\$68.26	\$69.49	\$70.74	\$72.01
Admin 2	\$50.29	\$51.20	\$52.12	\$53.05	\$54.01
Admin 1	\$41.91	\$42.66	\$43.43	\$44.21	\$45.01

3. Labor Category Descriptions

These labor category descriptions include a functional description and the minimum education and experience necessary to perform the services in the labor category. Additional experience is an acceptable substitute for college degree requirements. One-and-one-half (1.5) years of additional experience can substitute for one (1) year of a typical degree program. For example, if a labor category requires a Bachelor's degree which is typically a four-year program, an additional six years of experience can substitute for the Bachelor's degree.

BS/BA = Bachelor of Science or Bachelor of Arts. HS/GED = High School Diploma or General Equivalency Diploma.

Labor Category	Description	Minimum Education	Minimum Experience (Years)
Engineer/Scientist 2	Applies developed skills and knowledge of techniques in a specific professional, scientific or technical area. Under general supervision, performs a variety of assigned duties including analysis, design, and development, evaluation, specifications, procedures, troubleshooting and documentation. Provides direction and guidance to lower level Engineers. May be called upon to deliver presentations, plan task, coordinate resources and budgets. BS/BA (or equivalent) in related field, plus 4 years of related experience required.	BS/BA	4
Engineer/Scientist 1	Under close supervision and within well-defined guidelines, performs in an entry-level professional position. Analyzes, evaluates and makes recommendations as part of a team or under supervision of senior personnel. BS/BA (or equivalent) in related field, plus 3 years of related experience required.	BS/BA	3
Junior Engineer/Scientist 2	Under close supervision and within well-defined guidelines, performs in an entry-level professional position. Analyzes, evaluates and makes recommendations as part of a team or under supervision of senior personnel. BS/BA (or equivalent) in related field, plus 2 years of related experience required.	BS/BA	2
Junior Engineer/Scientist 1	Entry-level professional position. Under close supervision and within well-defined guidelines, performs in an entry-level professional position. Analyzes, evaluates, and makes recommendations as part of a team or under supervision of senior personnel. No related experience required.	BS/BA	0
Chief Technician	Foremost expert in a wide range of tasks involving mechanical, electrical, and electronic systems, including: systems/equipment installation, inspection, modification, maintenance, operation, personnel training, and technical writing. Compiles, validates, and verifies the consistency of a variety of technical documents such as test procedures and instructions. 20 years of related experience required.	HS/GED	20
Principal Technician	Senior corporate expert in a wide range of tasks involving mechanical, electrical, and electronic systems, including: systems/equipment installation, inspection, modification, maintenance, operation, personnel training, and technical	HS/GED	18

	writing. Compiles, validates, and verifies the consistency of a variety of technical documents such as test procedures and instructions. 18 years of related experience required.		
Senior Technician 3	Knowledgeable in a wide range of tasks involving mechanical, electrical, and electronic systems, including: systems/equipment installation, inspection, modification, maintenance, operation, personnel training, and technical writing. Compiles, validates, and verifies the consistency of a variety of technical documents such as test procedures and instructions. 16 years of related experience required.	HS/GED	16
Senior Technician 2	Performance and leads other technicians in performing routine and complex technical duties involving relevant technical disciplines. 14 years of related experience required.	HS/GED	14
Senior Technician 1	Performs and leads other technicians in performing routine and complex technical duties involving relevant technical disciplines. 1 years of related experience required.	HS/GED	12
Technician 3	Performs routine and complex technical duties involving relevant technical disciplines. 8 years of related experience required.	HS/GED	8
Technician 2	Performs routine and complex technical duties involving relevant technical disciplines. 6 years of related experience required.	HS/GED	6
Technician 1	Performs routine and complex technical duties involving relevant technical disciplines. 4 years of related experience required.	HS/GED	4
Junior Technician 2	Performs routine technical duties involving relevant technical disciplines under the supervision of more senior personnel. 2 years of related experience required.	HS/GED	2
Junior Technician 1	Entry-level position performing routine and limited complex technical duties involving relevant technical disciplines and under the supervision of more senior personnel. 1 year of related experience required.	HS/GED	1
Chief Analyst	Foremost company expert within a technical field, who acts as consultant in complex and mission critical client assignments. Has broad mandate for independent action. BS/BA (or equivalent) in related field, plus 16 years of related experience required.	BS/BA	16
Principal Analyst	Senior company expert within a technical field, who acts as a con Has broad mandate for independent action. BS/BA (or equivalent) in related field, plus 14 years of related experience required.	BS/BA	14
Senior Analyst 3	Works in support of (or may perform as) the task leader and other more senior analysts and technical staff. Coordinates with other analysts assigned to the project. Prepares for and conducts interviews of subject matter experts. Synthesizes raw data and information into a larger product. Contributes to written scholarly or technical products. BS/BA (or equivalent) in related field, plus 12 years of related experience required.	BS/BA	12

Senior Analyst 2	Works in support of (or may perform as) the task leader and other more senior analysts and technical staff. Coordinates with other analysts assigned to the project. Prepares for and conducts interviews of subject matter experts. Synthesizes raw data and information into a larger product. Contributes to written scholarly or technical products. BS/BA (or equivalent) in related field, plus 10 years of related experience required.	BS/BA	10
Senior Analyst 1	Works in support of (or may perform as) the task leader and other more senior analysts and technical staff. Coordinates with other analysts assigned to the project. Prepares for and conducts interviews of subject matter experts. Synthesizes raw data and information into a larger product. Contributes to written scholarly or technical products. BS/BA (or equivalent) in related field, plus 8 years of related experience required.	BS/BA	8
Analyst 3	Works in support of more senior analysts or technical staff. Performs analysis of project requirements, and documents finding. BS/BA (or equivalent) in related field, plus 6 years of related experience required.	BS/BA	6
Analyst 2	Works in support of more senior analysts or technical staff. Performs analysis of project requirements, and documents finding. BS/BA (or equivalent) in related field, plus 4 years of related experience required.	BS/BA	4
Analyst 1	Works in support of more senior analysts or technical staff. Performs analysis of project requirements, and documents finding. BS/BA (or equivalent) in related field, plus 3 years of related experience required.	BS/BA	3
Junior Analyst 2	Performs lower-level analysis of project requirements and documents findings. Supports more senior analysts or technical staff. BS/BA (or equivalent) in related field, plus 2 years of related experience required.	BS/BA	2
Junior Analyst 1	Entry-level analyst position requiring close supervision and training.	HS/GED	0
Senior Documentation Specialist	Designs and develops project documentation. Supervises lower-level Documentation Specialists, Graphics Artists, Technical Writers, or Administrative staff. Expert in tools necessary to perform this function. 10 years related experience required.	HS/GED	10
Documentation Specialist 2	Designs and develops project documentation. May supervise lower-level Documentation Specialists, Graphics Artists, Technical Writers, or Administrative staff. Knowledgeable of the tools necessary to perform his function. 8 years related experience required.	HS/GED	8
Documentation Specialist 1	Designs and develops project documentation. May supervise lower-level Documentation Specialists, Graphics Artists, Technical Writers, or Administrative staff. Knowledgeable of the tools necessary to perform this function. 6 years related experience required.	HS/GED	6

Junior Documentation Specialist 2	As directed by more senior Documentation Specialists, develops project documentation. Knowledgeable of the tools necessary to perform this function. 4 years related experience required.	HS/GED	4
Junior Documentation Specialist 1	Entry-level Documentation Specialist position requiring close supervision and training.	HS/GED	1
Senior Graphic Artist	Provides advanced page design, illustration and commercial production support. Directs activities of Graphics Artists and Jr. graphic Artists. Has mastery of complex production processes such as four-color process printing and color lithographic. BS/BA (or equivalent) in related field, plus 10 years of related experience.	BS/BA	10
Graphic Artist 3	Provides page design, layout, illustration, and presentation support. Has experience with industry standard layout, drawing, painting and presentation software packages. Should also be familiar with traditional graphic arts and commercial printing techniques and service providers. Works independently under the direction of Sr. Graphic Artists. BS/BA (or equivalent) in related field, plus 8 years of related experience.	BS/BA	8
Graphic Artist 2	Provides page design, layout, illustration, and presentation support. Has experience with industry standard layout, drawing, painting and presentation software packages. Should also be familiar with traditional graphic arts and commercial printing techniques and service providers. Works independently under the direction of Sr. Graphic Artists. 6 years of related experience.	HS/GED	6
Graphic Artist 1	Provides page design, layout, illustration, and presentation support. Has experience with industry standard layout, drawing, painting and presentation software packages. Should also be familiar with traditional graphic arts and commercial printing techniques and service providers. Works independently under the direction of Sr. Graphic Artists. 4 years of related experience.	HS/GED	4
Junior Graphic Artist 2	Provides page layout, graphics and presentation support. Has exposure to industry-standard layout, drawing, painting and presentation software packages. Should also be familiar with traditional graphic arts techniques. Works independently or under the direction of senior personnel. 2 years of related experience.	HS/GED	2
Junior Graphic Artist 1	Entry-level position providing page layout, graphics and presentation support. Has exposure to industry standard layout, drawing, painting and presentation software packages. Should also be familiar with traditional graphic arts techniques. Works independently or under the direction of senior personnel. 1 year of related experience.	HS/GED	1
Senior Writer Technical	Senior most professional directing the development and production technical documents by managing staff resources. Proficiency in writing and editing technical documents.	BS/BA	10

	BS/BA (or equivalent) in related field, plus 10 years of related experience.		
Technical Writer 2	Directs development and production of technical documents by managing staff resources. Proficiency in writing and editing technical documents. BS/BA (or equivalent) in related field, plus 8 years of related experience.	BS/BA	8
Technical Writer 1	Directs development and production of technical documents by managing staff resources. Proficiency in writing and editing technical documents. BS/BA (or equivalent) in related field, plus 6 years of related experience.	BS/BA	6
Junior Technical Writer 2	Prepares technical documents under the direct supervision of more Senior Technical Publications staff. BS/BA (or equivalent) in related field, plus 4 years of related experience.	BS/BA	4
Junior Writer Technical 1	Entry-level position preparing technical documents under the direct supervision of more Senior Technical Publications staff. BS/BA (or equivalent) in related field, plus 2 years of related experience.	BS/BA	2
Senior Admin	Assists in the preparation of management plans and reports. Coordinates schedules to facilitate completion of proposals, contract deliverables, task order review, briefings/presentations, an in process review preparation. Performs analysis, development, and review of program administrative operating procedures. Provides close supervision and direction to lower level Administrative personnel. 5 years of related experience.	HS/GED	5
Admin 2	Performs high-level secretarial work under the general supervision of manager. Types and proofreads correspondence, reports, and documentation. Maintains filing system for department. Answers telephones, responds to routine questions/requests, greets visitors, schedules meetings, mail distribution, and makes travel arrangements. 4 years of related experience.	HS/GED	4
Admin 1	Entry-level personnel requiring close supervision and training. 1 year of related experience.	HS/GED	1