



12500 Fair Lakes Circle, Suite 125
Fairfax, VA 22033-3863
Telephone (703) 227-0900
Fax (703) 227-0910
www.mandex.com

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

Special Item Number: 132-51 INFORMATION TECHNOLOGY PROFESSIONAL SERVICES

FPDS CODE D301	IT Facility Operation and Maintenance
FPDS CODE D302	IT Systems Development Services
FPDS CODE D306	IT Systems Analysis Services
FPDS CODE D307	Automated Information Systems Design and Integration Services
FPDS CODE D308	Programming Services Y2K Millennium Conversion Services
FPDS CODE D310	IT Backup and Security Services
FPDS CODE D311	IT Data Conversion Services
FPDS CODE D313	Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services
FPDS CODE D316	IT Network Management Services
FPDS CODE D317	Automated News Services, Data Services or Other Information Services
FPDS CODE D399	Other Information Technology Services, Not Elsewhere Classified

MANDEX, INC.
12500 Fair Lakes Circle, Suite 125
Fairfax, VA 22033-3863
TELEPHONE NO.: 703.227.0900
FAX NO.: 703.227.0910

A Service-Disabled Veteran-Owned Small Business (SDVOSB)

WEBSITE ADDRESS: www.mandex.com
E-mail ADDRESS: gsaorders@mandex.com

CONTRACT NUMBER: GS-35F-4394G

CONTRACT PERIOD: OCTOBER 17, 1996 through OCTOBER 16, 2011

CURRENT PERIOD: OCTOBER 17, 2010 through OCTOBER 16, 2011

**General Services Administration
Federal Supply Service**

Information Technology Professional Services information in this Authorized FSS Information Technology Schedule pricelist is also available on GSA Advantage! Agencies can browse GSA Advantage! by accessing GSA's Home Page via Internet at <http://www.fss.gsa.gov>.

This Authorized FSS Information Technology Schedule Pricelist incorporates all modifications through PO-0029 Dated January 22, 2008



12500 Fair Lakes Circle, Suite 125
Fairfax, VA 22033-3863
Telephone (703) 227-0900
Fax (703) 227-0910
www.mandex.com

TABLE OF CONTENTS

	<u>Page</u>
Information for Ordering Offices	3
Terms/Conditions Applicable to Information Technology Professional Services (132-51).....	9
Position Descriptions.....	15
Information Technology Professional Services Pricelist	39
Commitment to Promote Small Business Participation Procurement Programs	45
Basic Guidelines for Contractor Team Arrangements	46
Simplified Acquisition Procedure Blanket Purchase Agreements	47
Sample Format - Blanket Purchase Agreement	48
GSA Form 72A and Industrial Funding Fee Information	51



INFORMATION FOR ORDERING OFFICES

SPECIAL NOTICE TO AGENCIES:

Small Business Participation

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

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

This information should be used as a tool to assist in including small, small disadvantaged, and women-owned small businesses among those considered when selecting price lists for a best value determination.

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

1. Geographic Scope of Contract:

The geographic scope of the contract is the 48 contiguous states and the District of Columbia.

2. Contractor’s Ordering Address and Payment Information:

MANDEX, INC.
12500 Fair Lakes Circle, Suite 125
Fairfax, VA 22033-3863
TELEPHONE NO.: 703.227.0900
FAX NO.: 703.227.0910

MANDEX will accept the Government purchase card for payments. Government purchase cards **will** be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

The following telephone number (s) can be used by ordering agencies to obtain technical and/or ordering assistance: **703.227.0900**

3. Liability for Injury or Damage

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

4. Statistical Data for Government Ordering Office Completion of Standard Form 279:

- Block 9: G. Order/Modification Under Federal Schedule
- Block 16: Data Universal Numbering System (DUNS)Number: 04-053-5338
- Block 30: Type of Contractor: B
 - A. Small Disadvantaged Business
 - B. Other Small Business
 - C. Large Business
 - G. Other Nonprofit Organization



L. Foreign Contractor

Block 31: Woman-Owned Small Business -- NO

Block 36: Contractor's Taxpayer Identification Number (TIN) 95-2902-232

4a. Cage Code: 3Z682

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

5. FOB Destination

6. Delivery Schedule

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

SPECIAL ITEM NUMBER 131-51	DELIVERY TIME (Days ARO) Based on an agreement between MANDEX, Inc. and ordering agency
-------------------------------	---

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

7. Discounts:

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

- a. Prompt Payment: NONE OFFERED
- b. Government Commercial Credit Cards: Acceptable, No additional discount offered.

8. Trade Agreements Act of 1979, as amended:

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

9. Small Requirements:

The minimum dollar value of orders to be issued is \$100.

10. Maximum Order:

(All dollar amounts are exclusive of any discount for prompt payment.)

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

The maximum dollar value per order for all IT Professional services will be \$500,000.

11. USE OF FEDERAL SUPPLY SERVICE INFORMATION TECHNOLOGY SCHEDULE CONTRACTS. In accordance with FAR 8.404:

NOTE: Special ordering procedures have been established for Special Item Numbers (SINs) 132-51 IT Professional Services; refer to the terms and conditions for those SINs.

Orders placed pursuant to a Multiple Award Schedule (MAS), using the procedures in FAE 8.404, are considered to be issued pursuant to full and open competition. Therefore, when placing orders under Federal Supply



Schedules, ordering offices 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 office 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 Government's needs.

a. Orders placed at or below the micro-purchase threshold.

Ordering offices 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 service that represents the best value. Before placing an order, ordering offices should consider reasonably available information about the supply or service 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 agency's needs. In selecting the supply or service representing the best value, the ordering office 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 office 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 offices shall:

- (1) Review additional Schedule Contractors' 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 office 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.)
- (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 offices 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 offices will find it advantageous to request a price reduction. For example, when the ordering office 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 or the individual order, may offer the ordering office 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 agency for a specific order.

f. Small business

For orders exceeding the micro-purchase threshold, ordering offices 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 agency 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 office shall include an explanation in the file as to why the particular brand name, product, or feature is essential to satisfy the agency's needs.

12. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS:

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

12.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS):

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

12.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS):

Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Supply Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, tele-



12500 Fair Lakes Circle, Suite 125
Fairfax, VA 22033-3863
Telephone (703) 227-0900
Fax (703) 227-0910
www.mandex.com

phone number (202) 619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301) 9752-2833.

13. 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 agency policy; however, the burden of administering the security requirements shall be with the ordering agency. If any costs are incurred as a result of the inclusion of security requirements, such costs will not exceed ten percent (10%) or \$100,000, of the total dollar value of the order, whichever is lessor.

14. CONTRACT ADMINISTRATION FOR ORDERING OFFICES:

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

15. 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! A will allow the user to perform various searches across all contracts including, but not limited to:

- a. Manufacturer;
- b. Manufacturer's Part Number; and
- c. Product categories.

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

16. PURCHASE OF INCIDENTAL, NON-SCHEDULE ITEMS

For administrative convenience, open market (non-contract) items may be added to a Federal Supply Schedule Blanket Purchase Agreement (BPA) or an individual order, provided that the items regulations have been followed, and price reasonableness has been determined by the ordering activity for the open market (non-contract) items.

17. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

- a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:
 - (1) Time of delivery/installation quotations for individual orders;
 - (2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/service/software package submitted in response to requirements which result in orders under this schedule contract.
 - (3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.
- b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.



12500 Fair Lakes Circle, Suite 125
Fairfax, VA 22033-3863
Telephone (703) 227-0900
Fax (703) 227-0910
www.mandex.com

18. BLANKET PURCHASE AGREEMENTS (BPAs)

Federal Acquisition Regulation (FAR) 13.201 (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 13.202 (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.

19. 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. See the additional information regarding Contractor Team Arrangements in this Schedule Pricelist.

20. 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.mandex.com

The EIT standard can be found at: www.Section508.gov/.



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

1. SCOPE

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

2. PERFORMANCE INCENTIVES

- a. When using a performance based statement of work, performance incentives may be agreed upon between the Contractor and the ordering office on individual fixed price orders or Blanket Purchase Agreements, for fixed price tasks, under this contract in accordance with this clause.
- b. The ordering office must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
- c. To the maximum extent practicable, ordering offices shall consider establishing incentives where performance is critical to the agency's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.
- d. The above procedures do not apply to Time and Material or labor hour orders.

3. ORDERING PROCEDURES

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 (SINs) within a Schedule. GSA has established special ordering procedures for IT professional services (SIN 132-51) that are priced on schedule at hourly rates. These special ordering procedures which are outlined herein take precedence over the procedures in FAR 8.404 (b)(2) through (b)(3).

The GSA has determined that the rates for IT professional services contained in this pricelist are fair and reasonable. However, the ordering office 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 offices 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 office 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 rates 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. If consideration will be limited to schedule contractors who are small business concerns as permitted by paragraph (2)(i) below, the request shall notify the contractors that will be the case.

(2) Transmit the Request to Contractors:

(i) Based upon an initial evaluation of catalogs and price lists, the ordering office 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). When buying IT professional services under SIN 132—51 ONLY, the ordering office, at its discretion, may limit consideration to those schedule contractors that are small business concerns. This limitation is not applicable when buying supplies and/or services under other SINs as well as SIN 132-51. The limitation may only be used when at least three (3) small businesses that appear to offer services that will meet the agency's needs are available, if the order is estimated to exceed the micro-purchase threshold.

(ii) The request should 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. For proposed orders exceeding the maximum order threshold, the request should be provided to additional contractors that offer services that will meet the agency's needs. Ordering offices 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 (BPAs) 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 office the opportunity to secure volume discounts. When establishing BPAs, ordering offices shall—

(1) Inform contractors in the request (based on the agency'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 office 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 office determines multiple BPAs are needed to meet its requirements, the ordering office should determine which contractors can meet any technical qualifications before establishing the BPAs. When multiple BPAs are established, the authorized users must follow the

procedures in (a)(2)(ii) above and then place the order with the Schedule contractor that represents the best value.



12500 Fair Lakes Circle, Suite 125
Fairfax, VA 22033-3863
Telephone (703) 227-0900
Fax (703) 227-0910
www.mandex.com

- (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 office 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 office's requirement involves both products as well as executive, administrative and/or professional, services, the ordering office 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)

The ordering office, 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 agency 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.

Ordering procedures for other services available on schedule at fixed prices for specifically defined services or tasks should use the procedures in FAR 8.404. These procedures are listed in the pricelist, under "Information for Ordering Offices," paragraph #12.

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



12500 Fair Lakes Circle, Suite 125
Fairfax, VA 22033-3863
Telephone (703) 227-0900
Fax (703) 227-0910
www.mandex.com

6. INSPECTION OF SERVICES

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

7. RESPONSIBILITIES OF THE CONTRACTOR

MANDEX 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 GOVERNMENT

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

9. INDEPENDENT CONTRACTOR

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

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions

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

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

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

- b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the Government, ordering offices may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

11. INVOICES

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

12. PAYMENTS



12500 Fair Lakes Circle, Suite 125
Fairfax, VA 22033-3863
Telephone (703) 227-0900
Fax (703) 227-0910
www.mandex.com

For firm-fixed price orders the Government shall pay MANDEX, upon submission of proper invoices or vouchers, the prices stipulated in this contract for services rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-material orders, the Payments under Time-and-Materials and Labor-Hour Contracts (Alternate I (APR 1984)) 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 (FEB 1997) (Alternate II (JAN 1986)) at FAR 52.232-7 applies to labor-hour orders placed under this contract.

13. RESUMES

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

14. INCIDENTAL SUPPORT COSTS

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

15. APPROVAL OF SUBCONTRACTS

The ordering activity may require that MANDEX 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.



12500 Fair Lakes Circle, Suite 125
Fairfax, VA 22033-3863
Telephone (703) 227-0900
Fax (703) 227-0910
www.mandex.com

16. DESCRIPTION OF IT SERVICES AND PRICING

Contractor offers Information Technology Professional Services that cover life cycle professional support of customer requirements primarily in the areas of:

- ◆ Needs Analysis
- ◆ Technology Situation Audit
- ◆ Technology Planning
- ◆ Database Design, Implementation and Administration
- ◆ Systems and Platform Design
- ◆ Systems Design and Procurement
- ◆ Systems Implementation and Support
- ◆ Technology Refreshment
- ◆ Integration of Systems and Platforms
- ◆ Technology Migration Planning
- ◆ System/Platform Customization
- ◆ Cost/Benefit Analysis
- ◆ Network Design
- ◆ Network Management
- ◆ Network Analysis
- ◆ Technical Staffing
- ◆ Technical Recruiting and Placement
- ◆ Telecommunications Project Management
- ◆ Telecommunications System Installation and Service
- ◆ Client/Server Systems Development
- ◆ Executive Information and Support Systems
- ◆ Electronic Data Interchange (EDI)
- ◆ Interactive Engineering/CASE
- ◆ Computer/Telephone Integration
- ◆ Integrated Logistics Support
- ◆ CALS and Depot Support
- ◆ Technical Data Services
- ◆ Electronic Technical Manuals
- ◆ Electronic Systems Integration
- ◆ VME Technology Applications Development
- ◆ Communications Systems Development
- ◆ Test Program Set (TPS) Development (Multiple Platforms)

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

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

Labor Categories. Labor categories offered under this contract are listed as follows. Each position included on the pricing pages has an associated labor code that should be used when ordering services under this contract.



12500 Fair Lakes Circle, Suite 125
Fairfax, VA 22033-3863
Telephone (703) 227-0900
Fax (703) 227-0910
www.mandex.com

Position Descriptions

Category 210

Position Description: Associate Financial Analyst

Minimum/General Experience: Up to five (5) years of experience in monitoring sales and expense transactions and recording amounts. Must be familiar with the principles of assisting in preparation and review of vouchers for contract expenses, and maintaining a running summary of amounts invoiced for specific contracts.

Functional Responsibility: Under close supervision, provides assistance in implementing financial control systems to forecast and monitor sales, labor, and payables; organizes miscellaneous information into reports for use in reviewing task, project, or contract financial condition; and acts as liaison for major operational group with related financial departments.

Minimum Education: Bachelor's Degree or equivalent.

Category 212

Position Description: Senior Financial Analyst

Minimum/General Experience: Four (4) to nine (9) years of experience using both standard and nonstandard financial analysis, design, and evaluation methods in performing work of a high professional level. Analyzes financial problems in terms of such factors as user requirements, input data and form, output data and form, and contract financial and pricing information.

Functional Responsibility: Under limited supervision, develops and implements financial control systems to monitor and forecast such financial data as sales, labor revenue, and payables. Organizes financial information into reports for use in reviewing task, project, or contract financial condition. Acts as key liaison for major operational group with related financial departments. May also provide direction to one or more professional persons.

Minimum Education: Bachelor's Degree or equivalent.

Category 213

Position Description: Principal Financial Analyst

Minimum/General Experience: Six (6) to thirteen (13) years of experience using both standard and nonstandard financial analysis, design, and evaluation methods in performing work of a high professional level. Analyses financial problems in terms of such factors as user requirements, input data and form, output data and form, and contract financial and pricing information.

Functional Responsibility: Works independently of any direct supervision, developing and implementing financial control systems to monitor and forecast such financial data as sales, labor revenue, and payables. Organizes financial information into reports for use in reviewing task, project, or contract financial condition. Acts as primary liaison for major operational group with related financial department. May also provide direction to one or more professional persons.

Minimum Education: Bachelor's Degree or equivalent.

Category 216

Position Description: Management Analyst

Minimum/General Experience: Two (2) to seven (7) years of experience in creating and updating financial spreadsheets for monthly status reports and certificates of service, and creating graphs for financial reporting. Must have experience in the development of monthly time sheet predictions and the updating of corporate accounting data files in DELTEK.

Functional Responsibility: This individual will work under specific supervision of the program/project manager in performing analysis and control functions. Must be capable of creating and managing program/project information related to contractual requirements and cost (profit and loss reporting) for submittal to the manager for review and approval. Will have a rudimentary understanding of accounting, management, and contract principles. This individual must be computer literate and be able to use computer aids such as spreadsheets, automated accounting systems, word processing and graphics system.



12500 Fair Lakes Circle, Suite 125
Fairfax, VA 22033-3863
Telephone (703) 227-0900
Fax (703) 227-0910
www.mandex.com

Minimum Education: Bachelor's Degree or equivalent in accounting, finance, business, or related discipline.

Category 217

Position Description: Program Management Analyst

Minimum/General Experience: Two (2) to seven (7) years of experience in creating and updating financial spreadsheets for monthly status reports and certificates of service, and creating graphs for financial reporting. Must be familiar with the principles of developing monthly time sheet predictions and updating corporate accounting data files in DELTEK.

Functional Responsibility: Under specific supervision of the program manager, will perform program analysis and control functions. This individual must be capable of creation and management of project information related to contractual requirements and cost (profit and loss reporting) for submittal to the program manager for review and approval. This individual must have a rudimentary understanding of accounting, management, and contract principles. This individual must be computer literate and be able to use computer aids such as spreadsheets, automated accounting systems, word processing, and graphics systems.

Minimum Education: A.A. Degree or equivalent.

Category 272

Position Description: Project Manager I

Minimum/General Experience: Six (6) to thirteen (13) years of experience performing complex functional activities of the project by providing management and technical direction to project personnel. Must be familiar with the principles of regularly exercising independent judgment, as well as a high level of analytic skill, in solving complex technical, administrative, and managerial problems. Provides overall direction for all project-level activities.

Functional Responsibility: Under limited supervision, responsible for all aspects of project performance (i.e., technical, contractual, administrative, financial). Manages and supervises personnel involved in all aspects of project activity, organizes and

assigns responsibilities to subordinates, and oversees the successful completion of all assigned tasks.

Minimum Education: Bachelor's Degree or equivalent.

Category 275

Position Description: Program Manager

Minimum/General Experience: Eight (8) to fifteen (15) years of experience providing management and technical direction to multiple complex projects to project personnel. Must be familiar with the principles of exercising independent judgment, as well as a high level of analytical skill, in solving complex and unusual technical, administrative, and managerial problems. Provides overall direction of program activities.

Functional Responsibility: Under limited supervision, responsible for all aspects of performance (i.e., technical, contractual, administrative, financial). Consults with the customer to ensure conformity to contractual obligations, establishes and maintains technical and financial reports to show progress of projects to management and customers, organizes and assign responsibilities to subordinates, oversees the successful completion of all assigned tasks, and assumes the initiative and provides support to Marketing personnel in identifying and acquiring potential business.

Minimum Education: Bachelor's Degree or equivalent.

Category 276

Position Description: Business Group Manager

Minimum/General Experience: Ten (10) to twenty (20) years of experience performing nonroutine functional activities by providing management and technical direction to project personnel. Exercises independent judgment, as well as a high level of analytical skill, in solving nonroutine technical, administrative, and managerial problems. Responsible for all aspects of project performance and assists in the overall direction to all project-level activities and personnel.

Functional Responsibility: Under general supervision, is responsible for assisting in all aspects of



12500 Fair Lakes Circle, Suite 125
Fairfax, VA 22033-3863
Telephone (703) 227-0900
Fax (703) 227-0910
www.mandex.com

project performance (i.e., technical, contractual, administrative, financial). Supervises personnel involved in all aspects of project activity, organizes and assigns responsibilities to subordinates, oversees the successful completion of all assigned tasks, establishes and maintains technical and financial reports to show progress to Division management and customers, and maintains customer contacts to ensure conformity to all contractual obligations.

Minimum Education: Bachelor's Degree or equivalent.

Category 286

Position Description: Installation Supervisor

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

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

Minimum Education: Bachelor's Degree or equivalent.

Category 300

Position Description: Associate QA Engineer

Minimum/General Experience: Zero (0) to five (5) years of applicable experience in the discipline of interest. Must be knowledgeable in the preparation or modification of Quality Assurance (QA) procedures to ensure compliance to customer specifications. Must have experience in the review of test procedures, and in the conduct and documentation of in-house tests prior to formal witnessed tests. Finally, must have experience in the analysis of test

data obtained to determine that the test completely accomplished specified requirements.

Functional Responsibility: Works under direct and close supervision of Senior QA Engineer. The work methods and/or sequence of work will be governed by oral/written instructions and established procedures. Will generally assist professional staff on tasks considered routine and noncomplex. Interfaces with the technical staff.

Minimum Education: B.S. Degree or equivalent in an associated discipline.

Category 302

Position Description: Senior QA Engineer

Minimum/General Experience: Four (4) to nine (9) years of related experience in the discipline of interest. Must be knowledgeable in the preparation or modification of QA procedures to ensure compliance to customer specifications. Must have experience in the review of test procedures, and in the conduct and

Functional Responsibility: Assists in the preparation or modification of QA procedures to ensure compliance to customer specifications. Reviews test procedures. Aids in the conduct and documentation of in-house tests prior to formal witnessed tests. Analyzes test data obtained (using official and approved test procedures) to ascertain that the test completely accomplished the specified requirements. Documentation of in-house tests prior to formal witnessed tests. Finally, must have experience in the analysis of test data obtained to determine that the test completely accomplished specified requirements.

Minimum Education: Bachelor's Degree or equivalent.

Category 304

Position Description: Sr. Principal QA Engineer

Minimum/General Experience: Eight (8) to fifteen (15) years of related experience in the discipline of interest. Must be knowledgeable in the preparation of QA standards and procedures to ensure compliance with customer specifications. Must have experience in the review of test procedures, and in



12500 Fair Lakes Circle, Suite 125
Fairfax, VA 22033-3863
Telephone (703) 227-0900
Fax (703) 227-0910
www.mandex.com

the conduct and documentation of in-house tests prior to formal witnessed tests. Finally, must have experience in the analysis of test data obtained to determine that the tests accomplished the specified requirements.

Functional Responsibility: Works virtually independent of any direct supervision in directing and/or performing advanced QA testing procedures and analysis. Exercises independent judgment and initiative in solving problems and performing highly complex tests and analyses.

Minimum Education: Bachelor's Degree or equivalent.

Category 305

Position Description: Associate Systems Analyst

Minimum/General Experience: Two (2) to seven (7) years of applicable experience in the preparation of data according to established procedures for computer or other processing by a number of different processing routines or a series of complex steps. Also must have experience in the review of inputs and outputs for accuracy and suitability, and in making minor adjustments and/or corrections to improve quality.

Functional Responsibility: Performs technical tasks associated with a scientific or general data processing environment. May act as a point of contact for individual users with operations or routine technically related problems. Will coordinate tasks with other employees, and will train and assist less-experienced personnel.

Minimum Education: A.A. Degree or equivalent.

Category 307

Position Description: Senior Systems Analyst

Minimum/General Experience: Four (4) to nine (9) years of applicable experience in the preparation of complex data according to established procedures for computer or other processing by a number of different processing routines or a series of complex steps. Will be sufficiently knowledgeable in analytical techniques as to be able to choose among several alternative analysis methods, processes, or processing cycles to execute the task. Finally, must

have experience in the review of inputs and outputs for accuracy and suitability, and in making adjustments and/or corrections, as necessary, to improve quality.

Functional Responsibility: Works under minimal supervision in the performance of technical tasks associated with a scientific or general data processing environment. Will act as a primary point of contact for individual users at the data processing facility. Will usually function as the lead systems analyst on an effort, and may train and assist less-experienced personnel, as is required.

Minimum Education: Bachelor's Degree or equivalent.

Category 309

Position Description: Sr. Principal Systems Analyst

Minimum/General Experience: Eight (8) to fifteen (15) years of applicable experience in providing consulting services associated with the use of computerized systems for scientific and/or nonscientific projects. Must have experience in solving and performing technical tasks of the highest Degree or equivalent of complexity or that are technically unique in nature.

Functional Responsibility: Works virtually independently providing consulting services on advanced operational problems associated with the use of computer or software systems to client personnel. Recommends general methods of investigation to be employed in the development of solutions to specific technical problems. Recommends and plans studies for original or advanced area of client problems. Will initiate studies and determine techniques involved in accomplishing client objectives. Develop and evaluate plans, principles, and procedures for accomplishing client systems studies and provide professional analysis of methods and objectives. Analyze problem studies and problem histories, and prepare technical and managerial reports discussing the feasibility and desirability of extending or modifying the problem, program, or system.

Minimum Education: Bachelor's Degree or equivalent.

Category 310



12500 Fair Lakes Circle, Suite 125
Fairfax, VA 22033-3863
Telephone (703) 227-0900
Fax (703) 227-0910
www.mandex.com

Position Description: Associate Systems Engineer

Minimum/General Experience: Zero (0) to five (5) years of experience in the gathering and interpretation of data where technical, administrative, and/or management problems are somewhat complex. Must have interdisciplinary knowledge in two or more of the following areas: economics, engineering, physical sciences, computer science, life-cycle analysis, and human behavior.

Functional Responsibility: Works under close supervision in assessing complex problems and investigating, developing, appraising selecting, and presenting solutions. Exercises independent judgment in the performance of his/her duties. Consults with employees and customer representatives. May direct the activities of lower-level personnel, as required.

Minimum Education: Bachelor's Degree or equivalent.

Category 312 Position Description: Sr. Systems Engineer

Minimum/General Experience: Four (4) to nine (9) years of experience assessing highly complex problems and investigates, develops, appraises, selects, and presents solutions. Must be familiar with the principles of exercising independent judgment in the performance of duties, which require an interdisciplinary approach using principles of economics, engineering, computer science, life-cycle analysis, and human behavior.

Functional Responsibility: Under minimum supervision, performs complex work involved in specifications development, implementation, testing, and documentation of engineering systems and equipment. Initiates concept development and tradeoff studies, consults extensively with customer representatives and employees, directs the design of complex electronic or mechanical devices down to the subsystem level, and devises appropriate tests to use in evaluating debugging and checking of equipment and systems for accurate and dependable conformance to specifications.

Minimum Education: Bachelor's Degree or equivalent.

Category 314 Position Description: Sr. Principal Systems Engineer

Minimum/General Experience: Eight (8) to fifteen (15) years of experience in independently assessing highly complex problems and in investigating, developing, appraising, selecting, and presenting solutions to them. Must have interdisciplinary knowledge of two or more of the following areas: economics, engineering, physical sciences, computer science, life-cycle analyses, and human behavior. Must be sufficiently well versed in his/her discipline and in the business environment as to feel comfortable working with personnel at the highest levels of an organization's management.

Functional Responsibility: Exercises independent judgment in the performance of all duties. Provides solutions to highly unusual and extremely difficult technical, administrative, and management problems requiring a high level of analytical ability. Consults extensively with customer representatives and employees. Directs the activities of large groups of lower-level personnel.

Minimum Education: Bachelor's Degree or equivalent.

Category 315 Position Description: Associate Software Engineer

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

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



12500 Fair Lakes Circle, Suite 125
Fairfax, VA 22033-3863
Telephone (703) 227-0900
Fax (703) 227-0910
www.mandex.com

to ensure compliance with software engineering standards.

Minimum Education: Bachelor's Degree or equivalent.

Category 317

Position Description: Senior Software Engineer

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

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

Minimum Education: Bachelor's Degree or equivalent.

Category 319

Position Description: Sr. Prin. Software Engineer

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

Functional Responsibility: Works independently of any direct supervision and may provide technical direction and guidance to lower-level professional software personnel involved in performing difficult and highly complex software engineering assignments relative to the modification and/or development of software systems. Formulates and develops systems or subsystems architecture, requirements, and design documents. Performs software algorithm development, design, coding, and documentation work of systems to ensure compliance with software

engineering standards. Investigates, interprets, and evaluates highly complex system software requirements, and recommends specific modifications and areas requiring further intensive study. Investigates, analyzes, and compares existing systems or subsystems software, and makes specific recommendations to increase their scope and performance to meet client's specific requirements and ensure achievement of assigned technical activities, as required.

Minimum Education: Bachelor's Degree or equivalent.

Category 324

Position Description: Sr. Principal Programmer/ Analyst

Minimum/General Experience: Eight (8) to fifteen (15) years of related experience performing routine design, coding, and documentation of application programs for computers and related equipment used for scientific or commercial projects.

Functional Responsibility: Under minimum supervision, analyzes, designs, codes, and documents complex applications for large-scale computers and related equipment appropriate to scientific and commercial projects. Performs technical tasks using both standard and nonstandard analysis, design, and programming methods and techniques. Determines customer requirements for the final program or system. Analyzes problems in terms of such factors as user requirements, input data and form, output data and form, available computer configuration, processing turnaround requirements, input and output checking, and overall problem-schedule requirements. Advises on computer requirements and limitations to help define automation needs. May provide advice on system design configurations, procedural and technical aspects of automated records, hardware acquisition, and maintenance. Develops and writes machine or other suitable source language instructions required for computer processing. Develops and writes machine or other suitable source language instructions required for computer processing. Analyzes and recommends methods of improving efficiency of existing programs. Determines systems requirements. Performs data modeling and establishes databases. Develops pseudo code, table, and narrative descriptions to implement changes. Modifies internal program structure of files and records and determines sequence of actions. Decodes, tests,



12500 Fair Lakes Circle, Suite 125
Fairfax, VA 22033-3863
Telephone (703) 227-0900
Fax (703) 227-0910
www.mandex.com

and documents programs. Writes procedural guidance to be followed by users. Maintains files, records, and operational data, and prepares periodic and/or special reports and various other documents.

Minimum Education: Bachelor's Degree or equivalent.

Category 330

Position Description: Associate Design Engineer

Minimum/General Experience: Zero (0) to five (5) years of applicable experience in performing engineering assignments related to the design and development of hardware and/or software systems, including Test Program Sets. Experience should include software development skills using applicable languages and the integration of software programs into final hardware systems.

Functional Responsibility: Works under close supervision performing routine detailed engineering activities related to the design and modification of complex systems such as the development of Test Program Sets for aeronautical systems. Participates in the collection of data concerning the needs, requirements, and operation of existing systems and subsystems. Conducts test and/or studies to determine the reliability of completed systems designs, modifications, and concepts involved, following prescribed methods and procedures.

Minimum Education: Bachelor's Degree or equivalent.

Category 332

Position Description: Senior Design Engineer

Minimum/General Experience: Four (4) to nine (9) years of applicable experience in performing engineering assignments related to the design and development of hardware and/or software systems, including Test Program Sets. Experience should include software development skills using applicable languages and the integration of software programs into final hardware systems.

Functional Responsibility: Works under limited supervision performing difficult and complex engineering activities related to the design and modification of existing systems such as the development of Test Program Sets for aeronautical systems. Participates

in the collection of data concerning the needs, requirements, and operation of existing systems and subsystems. Conducts test and/or studies to determine the reliability of completed systems designs, modifications and concepts involved, following prescribed methods and procedures. Will exercise independent judgment and creativity in solving complex problems at all levels of systems analysis and design definition.

Minimum Education: Bachelor's Degree or equivalent.

Category 334

Position Description: Sr. Principal Engineer

Minimum/General Experience: Eight (8) to fifteen (15) years of applicable experience in performing engineering assignments related to the design and development of hardware and/or software systems, including Test Program Sets. Experience should include software development skills using applicable languages and the integration of software programs into final hardware systems.

Functional Responsibility: Works virtually independently of any direct supervision directing and/or performing difficult and highly complex engineering activities related to the design and modification of existing systems such as the development of Test Program Sets for aeronautical systems. Participates in the collection of data concerning the needs, requirements, and operation of existing systems and subsystems. Conducts test and/or studies to determine the reliability of completed systems designs, modifications, and concepts involved, following prescribed methods and procedures. Will exercise independent judgment and creativity in solving complex problems at all levels of systems analysis and design definition.

Minimum Education: Bachelor's Degree or equivalent

Category 335

Position Description: Field Engineer

Minimum/General Experience: Two (2) to seven (7) years of experience in maintaining and repairing computer equipment, peripheral equipment, and supported software. Must be familiar with the principles of sound judgment, as well as high levels of



12500 Fair Lakes Circle, Suite 125
Fairfax, VA 22033-3863
Telephone (703) 227-0900
Fax (703) 227-0910
www.mandex.com

technical knowledge and expertise, in the performance of his/her duties. Most work is covered by established procedures and precedents.

Functional Responsibility: Under minimum supervision, has the technical responsibility for the maintenance of the computer site, including the computer, all peripheral equipment, and support software programs, in operational condition. He/she will be responsible for diagnosing technical and operational problems at the site, and for implementing necessary action after consultation with the Facility Manager. Provides instruction/assistance to system users in the use of the applications software and hardware, as required, and performs work on special projects as may be assigned by the facility manager. He/she will assist in the preparation of technical reports and, in special circumstances, will produce technical reports.

Minimum Education: Bachelor's Degree or equivalent.

Category 336

Position Description: Senior Field Engineer

Minimum/General Experience: Four (4) to nine (9) years of applicable experience in maintaining and repairing computer systems, including peripheral equipment and supporting software.

Functional Responsibility: Works under minimal supervision providing maintenance of computer and peripheral equipment and software systems in an operational environment generally at a client site. Responsible for diagnosing technical and operational problems at the site and implementing necessary actions to resolve problems. Provides instruction/assistance to system users in the use of applications software and hardware, as required. Provide technical management support to remote client sites.

Minimum Education: Bachelor's Degree or equivalent.

Category 340

Position Description: Associate Telecom. Engineer

Minimum/General Experience: Up to five (5) years of experience assisting in the planning, designing, and implementation of physical and logical communications networks. Must be familiar with the principles of preparing work statements, test data,

and procedures for evaluating, debugging, and checking equipment.

Functional Responsibility: Under direct supervision, assists in analyzing customer's voice, data, and image requirements, and develops cost-effective solutions. Prepares work prints and schematics for the placement, implementation, rearrangement, or removal of voice, data, and video/audio cables and associated hardware; assists in analyzing, selecting, and designing circuit paths, transmission logic, and hardware to connect localized networks; assists in evaluating projected network usage, signaling characteristics, and proposed network media; and recommends media that will ensure transport and receipt of voice, data, and video/audio signaling.

Minimum Education: Bachelor's Degree or equivalent.

Category 342

Position Description: Senior Telecommunications Specialist

Minimum/General Experience: Four (4) to nine (9) years of experience performing systems analysis work involving the design, development, maintenance, and installation of voice communication systems. Provides technical advice and trains users. Must be familiar with the principles of resolving problems associated with voice communications software and hardware.

Functional Responsibility: Under minimum supervision, design, implements, troubleshoots, and maintains voice communication systems. These systems include telephones, PBX machines, facsimile, network equipment, and similar voice communication systems. Supports the company's mission by developing and implementing software applications and supporting existing voice communication applications and office automation systems. Troubleshoots and administers voice communications system, which involve operating system, software, and installation of equipment; determines requirements for application systems, sharing of equipment, and data voice communication equipment; and provides cost analysis for voice communication equipment. Analyzes new equipment and technology for company/customer applicability, and plans and coordinates voice communication changes. May train staff in use of voice communications systems and directs the activities of lower-level personnel, as required.



12500 Fair Lakes Circle, Suite 125
Fairfax, VA 22033-3863
Telephone (703) 227-0900
Fax (703) 227-0910
www.mandex.com

Minimum Education: Bachelor's Degree or equivalent.

Category 344

Position Description: Senior Principal Telecommunications Engineer

Minimum/General Experience: Eight (8) to fifteen (15) years of experience performing advanced telecommunications studies, planning, design, development, and modification of existing or planned voice and/or data communications network systems or subsystems.

Functional Responsibility: Works virtually independent of any direct supervision in performing highly complex network engineering tasks and systems studies in support of clients' needs. Directs and/or participates in highly complex advanced telecommunications studies and comparisons of costs, efficiency, and reliability of associated technologies. Investigates, interprets, and evaluates highly complex systems requirements, and recommends specific modifications and areas requiring further study. Investigates, analyzes, and compares existing telecommunications systems or subsystems, and makes specific recommendations to increase their scope and improve their performance to meet the clients' requirements and ensure the achievement of assigned technical objectives.

Minimum Education: Bachelor's Degree or equivalent.

Category 345

Position Description: Associate Telecom Specialist

Minimum/General Experience: Up to five (5) years of related experience providing installation and maintenance service for communication equipment.

Functional Responsibility: Under direct supervision, assists in the installation, relocation, removal, modification, or repair of voice and data equipment (radio transmitters/receivers, microwave equipment, phone sets, computer terminals, personal computers, modems, multiplexers, and other associated hardware). Logs all requests and reports completed service activity to appropriate groups; interfaces with customers to ensure work is completed satisfactorily and service is restored; performs scheduled preven-

tive maintenance, such as cleaning and testing components and circuits; and coordinates the installation.

Minimum Education: A.A. Degree or equivalent.

Category 347

Position Description: Senior Telecommunications Specialist

Minimum/General Experience: Four (4) to nine (9) years of work under minimum supervision in performing difficult and complex assignments involving the planning, design, development, and modification of existing and planned voice and/or data communications network systems and subsystems. Performs assignments requiring appreciable technical knowledge of communication network components, interfaces, and protocols. Significant experience also required in front-end software installation and maintenance, and configuration support for communications terminal controller.

Functional Responsibility: Assists senior personnel in formulating and developing communications requirements and design standards. Performs complex studies to determine networking capacities and reliability, and makes recommendations to augment and/or enhance existing communication networks. Provides technical problem diagnoses and resolution support for all associated subsystems, including line monitoring, modem loopback tests, LAN performance monitoring, and terminal failure determination. Provides hardware and software installation and configuration support.

Minimum Education: Bachelor's Degree or equivalent.

Category 349

Position Description: Sr. Principal Telecommunications Specialist

Minimum/General Experience: Eight (8) to fifteen (15) years of experience in virtually independent work involving the direct supervision and/or performance of advanced studies, planning design, development, and modification of existing and planned voice and/or data communications network systems and subsystems.

Functional Responsibility: Conducts research and investigates new state-of-the art technology through



12500 Fair Lakes Circle, Suite 125
Fairfax, VA 22033-3863
Telephone (703) 227-0900
Fax (703) 227-0910
www.mandex.com

studies and market surveys. Substantiates findings through product evaluations and demonstrations. Participates with users and management in determining telecommunications requirements and configurations. Directs and/or participates in highly complex advanced studies involving one or more technologies and a comparison of cost, efficiency, and reliability of the technologies. Performs highly complex network engineering tasks and system studies. Investigates, interprets, and evaluates highly complex system requirements, and recommends specific modifications and/or areas requiring further study.

Minimum Education: A.A. Degree or equivalent.

Category 351

Position Description: Information Systems Specialist

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

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

Minimum Education: B.S. Degree or equivalent in an associated discipline.

Category 360

Position Description: Associate Network Engineer

Minimum/General Experience: Up to five (5) years of experience analyzing, identifying, and resolving routine network hardware, circuit, and transmission logic problems. Must be familiar with the principles of assessing and analyzing network transmission application to resolve reported malfunctions.

Functional Responsibility: Under close supervision, assists in monitoring network hardware operations to ensure properly set configuration options. Assists in cost/benefit studies of network configurations and recommends enhancements, assists in coordinating installation activities by interfacing with hardware and software planners, instructs operations personnel on use of new equipment, assists in coordinating repairs of vendor-owned equipment, maintains contact with vendors during problem restoration, and advises customers and management of restoration status.

Minimum Education: Bachelor’s Degree or equivalent.

Category 362

Position Description: Sr. Network Engineer

Minimum/General Experience: Four (4) to nine (9) years of experience analyzing, identifying, and resolving complex network hardware, circuit, and transmission logic problems. Must be familiar with the principles of assessing and analyzing network transmission application to resolve reported malfunctions.

Functional Responsibility: Under minimum supervision, monitors network hardware operations to ensure properly set configuration options. Plans implementation of enhancements and upgrades to the network; performs cost/benefit studies of network configurations and recommends enhancements; directs the acquisition, installation, and testing of network hardware; advises network users of hardware requirements, configurations, and limitations; and isolates, resolves, or circumvents network problems.

Minimum Education: Bachelor’s Degree or equivalent.

Category 364

Position Description: Sr. Principal Network Engineer

Minimum/General Experience: Eight (8) to fifteen (15) years of experience analyzing, identifying, and resolving complex network hardware, circuit, and transmission logic problems. Must be familiar with the principles of assessing and analyzing network problems associated with local and wide area networking, communications, and related hard-



12500 Fair Lakes Circle, Suite 125
Fairfax, VA 22033-3863
Telephone (703) 227-0900
Fax (703) 227-0910
www.mandex.com

ware/software (e.g., bridges, gateways, routers, multiplexers, hubs).

Functional Responsibility: Works virtually independent of any direct supervision, monitoring network hardware operations to ensure properly set configuration options. Responsible for design, integration, operation, and management of complex enterprise networks, linking a variety of computing platforms, operating systems, network topologies, and network protocols. Makes recommendations related to the network architecture, evaluation of related hardware and software products, and network problem resolution.

Minimum Education: Bachelor's Degree or equivalent.

Category 366

Position Description: Associate LAN Specialist

Minimum/General Experience: Up to five (5) years of related experience performing technical tasks associated with microcomputer installations. Must be familiar with the principles of assisting in performing both hardware and software installations on new and existing microcomputers.

Functional Responsibility: Assists in configuring new PC systems from unassembled major components as received from the vendor as part of pre-installation processing. Assists in installing expansion boards, disk drives, interface hardware, cable connectors, monitors, printers, and other microcomputer hardware components in accordance with standards and specifications; assists in installing commercial PC applications-software packages; and configures target PC systems, as necessary, to support effective use of the installed software. Package installation may include directory and file creation, AUTOEXEC.BAT adjustments, menu utilities and commands, and other required software modifications. Maintains records of PC installations, modifications, and hardware/software configurations in accordance with standards and requirements, and assists in required testing of installed hardware and software in preparation for delivery of new or modified PC configurations prior to delivery to the end users.

Minimum Education: Bachelor's Degree or equivalent

Category 368

Position Description: Sr. LAN Specialist

Minimum/General Experience: Four (4) to nine (9) years of related experience performing complex network emergency, and corrective and preventive maintenance. Must be familiar with the principles of remotely monitoring performance of multiple networks to ensure quality network connectivity and performance.

Functional Responsibility: Under minimum supervision, directs and monitors network performance and troubleshooting, restores service, and optimizes communication and operation issues between network components. Interfaces with customers to identify and resolve network connectivity problems; installs, maintains, and supports computer systems, including microcomputers, software, peripherals, and telecommunication equipment in a network architecture; analyzes service restoration of complex, recurring, and chronic problems; determines the impact of fixing the problem on network connectivity; reroutes communication traffic to prevent service interruption; and notifies appropriate internal groups, including local management of any problems degrading network performance. Maintains relevant documentation and trouble activity logs.

Minimum Education: Bachelor's Degree or equivalent.

Category 369

Position Description: Principal LAN Specialist

Minimum/General Experience: Eight (8) to fifteen (15) years of related experience performing difficult and highly complex network emergency, and corrective and preventive maintenance. Knowledgeable of complex network platforms, operating systems, network topologies, and network protocols. Must be familiar with the principles of remotely monitoring performance of multiple networks to ensure quality network connectivity and performance.

Functional Responsibility: Works virtually independent of direct supervision, directing and monitoring network performance, troubleshooting, service restoration, and communications optimization between network components. Interfaces with customers to identify and resolve network connectivity problems. Installs, maintains, and supports computer systems, including microcomputers, software, peri-



12500 Fair Lakes Circle, Suite 125
Fairfax, VA 22033-3863
Telephone (703) 227-0900
Fax (703) 227-0910
www.mandex.com

pherals, and telecommunications equipment in a network architecture. Analyzes service restoration of highly complex, recurring, and chronic problems; determines the impact of fixing the problem on network connectivity; reroutes communications traffic to prevent service interruption; and notifies appropriate internal groups of any problems degrading performance.

Minimum Education: Bachelor's Degree or equivalent.

Category 370

Position Description: Assoc. Database Administrator

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

Functional Responsibility: Works under moderate supervision, usually as part of a team, to execute

various database projects. Work may involve the development and maintenance of database software, as well as problem resolution.

Minimum Education: B.S. Degree or equivalent.

Category 372

Position Description: Sr. Database Administrator

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

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

Minimum Education: Bachelor's degree or equivalent.

Category 375

Position Description: Associate LAN Admin.

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

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

Minimum Education: Bachelor's Degree or equivalent.

Category 378

Position Description: Sr. LAN Administrator

Minimum/General Experience: Four (4) to nine (9) years of related experience maintaining and/or modifying complex facility hardware and/or software, as required, to ensure system availability and functionality. Must be familiar with the principles of ensuring systems backup is scheduled and accomplished for major systems in accordance with that schedule.

Functional Responsibility: Under minimum supervision, is responsible for 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 adjustments and/or repairs of hardware problems are accomplished as the need is detected, and ensures programming adjustments are implemented as the need is detected. Recommends appropriate corrective action for complex problems and 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.



12500 Fair Lakes Circle, Suite 125
Fairfax, VA 22033-3863
Telephone (703) 227-0900
Fax (703) 227-0910
www.mandex.com

Minimum Education: Bachelor's Degree or equivalent.

Category 380

Position Description: Senior Principal LAN Administrator

Minimum/General Experience: Eight (8) to fifteen (15) years of related experience maintaining and/or modifying complex facility hardware and/or software, as required, to ensure system availability and functionality. Familiar with the principles of ensuring systems backups and systems availability scheduling.

Functional Responsibility: Under limited supervision, directs the day-to-day operation of enterprise LAN, including hardware and software systems required to support facility operations. Directs and oversees scheduled testing and review of hardware and software to ensure potential problems are identified at the earliest point possible, ensuring adjustments and/or repairs of hardware are made, as the need is detected. Recommends appropriate corrective action for complex problems and ensures documentation is prepared for all hardware and/or software adjustment and/or modifications. Directs the preparation of reports and analysis of operations, as required.

Minimum Education: Bachelor's Degree or equivalent in a related discipline.

Category 381

Position Description: Network/LAN Manager

Minimum/General Experience: Four (4) to eight (8) years of related experience maintaining and/or modifying complex LAN hardware and/or software, as required, to ensure system availability and functionality. Familiar with the principles of ensuring systems backups and systems availability scheduling.

Functional Responsibility: Under limited supervision, directs the day-to-day operation of enterprise LAN, including hardware and software systems required to support facility operations. Establishes all related practices and standards, and ensures their conformance with the organization's overall information systems policies, goals, and procedures. Studies and projects micro resource requirements, including personnel, software, equipment, and facilities; makes recommendations to management. Maintains currency in new developments and technology. Provides

for training of department's staff and end users. Directs setup and maintenance of library and materials for end user reference. Ensures security procedures are implemented and enforced.

Minimum Education: Bachelor's Degree or equivalent.

Category 382

Position Description: Sr. Network/LAN Manager

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

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

Minimum Education: Bachelor's Degree or equivalent.

Category 383

Position Description: LAN Site Supervisor

Minimum/General Experience: Four (4) to nine (9) years related experience providing day-to-day supervision of the functional activities associated with an enterprise LAN or WAN. Technical experience includes network design and administration, in addition to knowledge of various business applications and commercial software expertise.

Functional Responsibility: Provides day-to-day supervision of LAN support personnel. Maintains data files and control procedures for a LAN system.



12500 Fair Lakes Circle, Suite 125
Fairfax, VA 22033-3863
Telephone (703) 227-0900
Fax (703) 227-0910
www.mandex.com

Establishes detailed schedules for the utilization of all personnel to achieve maximum efficiency. Assigns personnel to various functional activities and instructs them, where necessary, to enable them to perform their assigned duties. Compiles and maintains various management reports relating to the network performance.

Minimum Education: Bachelor's Degree or equivalent.

Category 400

Position Description: Associate Technical Order Management Specialist

Minimum/General Experience: Zero (0) to five (5) years of related experience revising DoD technical manuals using government specifications and standards.

Functional Responsibility: Under close supervision, reviews and analyzes standards and specifications relative to their appropriate use and application for respective technical manuals. Conducts technical data in-process reviews, data validation, and verifications along with pre-publication and post-publication reviews. Maintains database for tracking changes. Assists in the preparation of Statements of Work (SOW), Contract Data Requirements Lists (CDRL), and Data Item description (DID). Assists in processing CFENs and reviews Engineering Change Proposals (ECP). Assists in investigating technical manual and support equipment issues. Reviews, evaluates, and interprets draft regulations, policy/procedure documents, and MIL-standard/specs.

Minimum Education: Bachelor's Degree or equivalent.

Category 401

Position Description: Technical Order Management Specialist

Minimum/General Experience: Two (2) to seven (7) years of related experience revising DoD technical manuals using government specifications and standards.

Functional Responsibility: Under general supervision, reviews and analyzes standards and specification relative to their appropriate use and application for respective technical manuals. Maintains database for tracking changes. Prepares SOWs, CDRLs, and DIDs. Processes CFENs and reviews ECPs. Investi-

gates technical manual and support equipment issues. Reviews, evaluates, and interprets draft regulations, policy/procedures documents, and MIL-standards/specs. Coordinates the distribution of preliminary tech orders. Defines the requirements for new technical manuals.

Minimum Education: Bachelor's Degree or equivalent.

Category 402

Position Description: Senior Technical Order Management Specialist

Minimum/General Experience: Four (4) to nine (9) years of related experience revising DoD technical manuals using Government specifications and standards.

Functional Responsibility: Under limited supervision, reviews and analyzes standards and specifications relative to their appropriate use and application for respective technical manuals. Conducts technical data in-process reviews, data validation, and verifications along with pre-publication and post-publication reviews. Maintains database for tracking changes. Prepares SOWs, CDRLs, and DIDs. Processes CFENs and reviews ECPs. Investigates technical manual and support equipment issues. Reviews, evaluates, and interprets draft regulations; policy/procedure documents; and MIL-standard/specs. Coordinates the distribution of preliminary tech orders. Defines the requirements for new technical manuals.

Minimum Education: Bachelor's Degree or equivalent.

Category 405

Position Description: Associate Acquisition Logistics Specialist

Minimum/General Experience: Up to five (5) years of related experience in providing assistance in acquisition support functions, including provisioning, logistics support analysis, life-cycle cost, test and evaluation, systems analysis and design, data and/or network management, support equipment, maintenance planning, and the development of technical documentation.

Functional Responsibility: Under close supervision, collects and analyzes data to provide accurate logistics technical information in support of project



12500 Fair Lakes Circle, Suite 125
Fairfax, VA 22033-3863
Telephone (703) 227-0900
Fax (703) 227-0910
www.mandex.com

tasks. Uses structured logistics and analysis techniques to define logistics support requirements. Analyzes and documents support requirements and develops appropriate support data. May assist in the development and/or production of supporting documentation. Develops procedures to record and track data to facilitate internal management reviews and project activities, and ensures effective data flow on the project.

Minimum Education: Bachelor's Degree or equivalent in an associated discipline.

Category 407

Position Description: Senior Acquisition Logistics Specialist

Minimum/General Experience: Four (4) to nine (9) years of related experience in providing assistance in acquisition support functions, including provisioning, logistics support analysis, life-cycle cost, test and evaluation, systems analysis and design, data and/or network management, support equipment, maintenance planning, and the development of technical documentation.

Functional Responsibility: Under limited supervision, collects and analyzes data to provide accurate logistics technical information in support of project tasks. Uses structured logistics and analysis techniques to define logistics support requirements. Analyzes and documents support requirements and develops appropriate support data. May assist in the development and/or production of supporting documentation. Develops procedures to record and track data to facilitate internal management reviews and project activities, and ensures effective data flow on the project.

Minimum Education: Bachelor's Degree or equivalent.

Category 409

Position Description: Senior Principal Acquisition Logistics Specialist

Minimum/General Experience: Eight (8) to fifteen (15) years of related experience in providing assistance in acquisition support functions, including provisioning, logistics support analysis, life-cycle cost, test and evaluation, systems analysis and design,

data and/or network management, support equipment, maintenance planning, and the development of technical documentation.

Functional Responsibility: Under broad supervision, collects and analyzes data to provide accurate logistics technical information in support of project tasks. Uses structured logistics and analysis techniques to define logistics support requirements. Analyzes and documents support requirements and develops appropriate support data. May assist in the development and/or production of supporting documentation. Develops procedures to record and track data to facilitate internal management reviews and project activities, and ensures effective data flow on the project.

Minimum Education: Bachelor's Degree or equivalent.

Category 416

Position Description: Material control Specialist

Minimum/General Experience: Two (2) to seven (7) years of related experience in the areas of property control, material handling, purchasing, or transportation management using automated database management skills.

Functional Responsibility: Under minimum supervision, responsibilities can include Property Control, Material Handling, or Transportation Management. Property Control can include functions such as defining, implementing, and maintaining complete and accurate property accountability records covering the

receipt, transfer, and current location of special tools and equipment on Government-furnished and acquired property, Material Handling. Material Handling functions call for the planning layout of allocated storage space facilities. Transportation Management functions can include interfacing with Government transportation support to classify, rate, route, and expedite inbound and outbound shipments in the most economical manner commensurate with delivery requirements.

Minimum Education: Bachelor's Degree or equivalent.

Category 417

Position Description: Data Manager



12500 Fair Lakes Circle, Suite 125
Fairfax, VA 22033-3863
Telephone (703) 227-0900
Fax (703) 227-0910
www.mandex.com

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

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

Minimum Education: Bachelor's Degree or equivalent.

Category 420

Position Description: Associate Logistician

Minimum/General Experience: Up to five(5) years of related experience assisting in planning, coordinating, and implementing procedures necessary to support a logistics operation. Must be familiar with the principles of performing activities involving logistics support functions such as purchasing, handling, controlling, and transporting material items and other property. Maintains frequent contact with customer representatives.

Functional Responsibility: Under direct supervision, assists in the accurate preparation and maintenance of stock record accounts, property registers, and source documents; assists in establishing stock control levels and determines at what point items must be requisitioned to maintain the appropriate inventory level; and assists in controlling all requisitioned items, back order, and due-in and due-out records to ensure proper procurements identification. Purchases equipment, services, and materials for contracts; acquires material bids from vendors for proposals; evaluates vendors and material prices; maintains

vendor files; and writes tracks, and expedites purchase requests/purchase orders.

Minimum Education: A.A. Degree or equivalent.

Category 421

Position Description: Logistician

Minimum/General Experience: Four (4) to nine (9) years of related experience performing logistic support functions. Must be familiar with the principles of being directly involved in the purchasing, handling, control, and transportation of material items and other property. Maintains frequent contact with customer representatives.

Functional Responsibility: Under general supervision, maintains accurate stock record accounts, property registers, and source documents. Establishes stock control levels and determines at what point items must be requisitioned to maintain the appropriate inventory level; controls all requisitioned items, back orders, and due-in and due-out records to ensure proper procurement identification; determines the status of repairable items with respect to rework, salvage, or final disposition; evaluates vendors and negotiates material bids for proposals; purchases equipment, services, and materials for contracts; arranges freight transportation to sites; maintains vendor files; and writes, tracks, and expedites purchase requests/purchase orders.

Minimum Education: A.A. Degree or equivalent.

Category 422

Position Description: Senior Logistician

Minimum/General Experience: Four (4) to nine (9) years of related experience performing logistic support functions. Must be familiar with the principles of being directly involved in the purchasing, handling, control, and transportation of material items and other property. Maintains frequent contact with customer representatives.

Functional Responsibility: Under minimal supervision, maintains accurate stock record accounts, property registers, and source documents. Establishes stock control levels and determines at what point items must be requisitioned to maintain the appropriate inventory level; controls all requisitioned items, back orders, and due-in and due-out records to ensure proper procurement identification; determines the status of repairable items with respect to rework



12500 Fair Lakes Circle, Suite 125
Fairfax, VA 22033-3863
Telephone (703) 227-0900
Fax (703) 227-0910
www.mandex.com

salvage, or final disposition; evaluates vendors and negotiates material bids for proposals; purchases equipment, services, and materials for contracts; arranges freight transportation to sites; maintains vendor files; and writes, tracks, and expedites purchase requests/purchase orders.

Minimum Education: B.A. Degree or equivalent.

Category 440

Position Description: Configuration Management Specialist

Minimum/General Experience: Two (2) to seven (7) years of experience establishing and maintaining configuration change control and documentation control systems. Must be familiar with the principles of accounting for, and reporting on, configuration status. Supports the development of Configuration Management (CM) plans and procedures and CM audits. Will also direct the activities of lower-level support personnel, as necessary. Engages in frequent contact with Staff members and customers.

Functional Responsibility: Under general supervision, develops, administers, and implements CM plans and procedures; controls configuration baselines and interfaces through Engineering Change Proposal/Specification processing; conducts functional and physical configuration audits and formal qualifications reviews; establishes and maintains CM documentation control systems; maintains the master records for the establishment and change of configuration baselines, engineering release system, configuration item development record (including the configuration index and change status listing), and configuration status accounting; and provides support to the Configuration Control Board, as required.

Minimum Education: Bachelor's Degree or equivalent.

Category 441

Position Description: Sr. Configuration Management Specialist

Minimum/General Experience: Four (4) to nine (9) years of experience establishing overall requirements, developing plans, implementing directives, and establishing and maintaining a disciplined environment to ensure configuration control. Exercised a high level of analytical ability in order to gather and interpret complex data, and to solve unusual and

difficult technical, administrative, and managerial problems. Engaged in frequent contact with customers and CM personnel.

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

Minimum Education: Bachelor's Degree or equivalent.

Category 455

Position Description: Computer Systems Manager

Minimum/General Experience: Six (6) to thirteen (13) years of experience in providing overall administrative and technical direction to a computer operations activity/facility, generally consisting of multiple, large-scale computer systems operating on a multiple-shift basis. Requires experience in managing operations staff that may number 35 persons (or more).

Functional Responsibility: Is responsible for all operational activities, which may include maintenance programming, data entry, tape library, and input/output functions. Must regularly exercise independent judgment and initiative in solving various complex technical, administrative, and managerial problems associated with the functions of a computer operations center. Identifies and assigns priorities for the effort to maximize technical excellence and meet established schedules and budgets. Also establishes detailed schedules for the use of the computer, support personnel, and equipment pursuant to the priorities set. Generates and ensures the accuracy of operations-related reports and logs, maintains records and statistics, and compiles required reports, special computer systems activity reports, and project management-specified reports.



12500 Fair Lakes Circle, Suite 125
Fairfax, VA 22033-3863
Telephone (703) 227-0900
Fax (703) 227-0910
www.mandex.com

Minimum Education: B.S. Degree or equivalent in an associated discipline.

Category 456

Position Description: Associate User Services Specialist

Minimum/General Experience: Up to five(5) years of experience with computer systems problem resolution. Knowledge of hardware and applications software essential. Knowledge of hardware and applications software essential.

Functional Responsibility: Under close supervision, provides first-level problem resolution for computer facility users. Maintains terminal logs and "special" data processing requests. Monitors computer systems via remote terminal. Prepares discrepancy reports on downed equipment. Researches output media problems to assist in user problem resolution.

Minimum Education: Associate's Degree or equivalent in an associated discipline.

Category 457

Position Description: User Services Specialist

Minimum/General Experience: Two (2) to seven (7) years of experience in providing first-level problem resolution for computer facility users.

Functional Responsibility: Interfaces with user personnel to serve as the first-level capability for problem resolution. Maintains computer/terminal logs and "special" data processing requests. Monitors computer system/network status via a remote terminal. Prepares discrepancy report on malfunctioning equipment. May be required to research the literature to assist in user problem resolution.

Minimum Education: A.A. Degree or equivalent in an associated discipline.

Category 460

Position Description: Associate Technical Training Specialist

Minimum/General Experience: Up to five(5) years of related experience in assisting in the development of technical training and developmental courses on system and software applications. Must be familiar

with the principles of creating teaching outlines in accordance with established guidelines.

Functional Responsibility: Assists in the selection or development of instructional aids, such as handouts, reference materials, or audio/visual supports. Maintains records and statistical information on employee training, assists in monitoring and reviewing training programs by analyzing student course evaluations, and makes recommendations to management on course improvement and customer training needs.

Minimum Education: Bachelor's Degree or equivalent.

Category 461

Position Description: Technical Training Specialist

Minimum/General Experience: Two (2) to seven (7) years of experience developing and conducting technical training courses on system and software applications. Must be familiar with the principles of creating teaching outlines in accordance with established guidelines.

Functional Responsibility: Under general supervision, selects or develops instructional aids, such as handouts, reference materials, or audio/visual supports. Creates teaching outlines in accordance with established guidelines, maintains records and statistical information on employee training, monitors training programs by reviewing and analyzing student course evaluations, and make recommendations to management on course evaluations, and makes recommendations to management on course improvement and customer training needs.

Minimum Education: Bachelor's Degree or equivalent.

Category 462

Position Description: Sr. Technical Training Specialist

Minimum/General Experience: Four (4) to nine (9) years of related experience applying comprehensive knowledge to develop and conduct technical training courses on system and software applications. Must be familiar with the principles of creating teaching outlines in accordance with established guidelines.



12500 Fair Lakes Circle, Suite 125
Fairfax, VA 22033-3863
Telephone (703) 227-0900
Fax (703) 227-0910
www.mandex.com

Functional Responsibility: Under minimal supervision, performs technical training in field of expertise. Creates teaching outlines where established guidelines may not exist; selects and/or develops instructional aids, such as handouts, reference materials, or audio/visual supports; maintains records and statistical information on employee training; monitors training program by reviewing and analyzing student course evaluations; and makes recommendations to management on course improvement and customer training needs.

Minimum Education: Bachelor's Degree or equivalent.

Category 463

Position Description: Training Administrator

Minimum/General Experience: Two (2) to seven (7) years of related experience developing and organizing training programs.

Functional Responsibility: Working under minimal supervision, individual develops and conducts training and educational programs of a complex nature related to specific customer requirements.

Minimum Education: Bachelor's Degree or equivalent in an associated discipline.

Category 464

Position Description: Sr. Training Administrator

Minimum/General Experience: Four (4) to nine (9) years of related experience developing and organizing training programs.

Functional Responsibility: Working virtually independently, individual develops and conducts training and educational programs of a complex nature related to specific customer requirements.

Minimum Education: Bachelor's Degree or equivalent in an associated discipline.

Category 501

Position Description: Technical Editor

Minimum/General Experience: Two (2) to seven (7) years of related experience providing technical, editing, and rewriting for technical reports, proposals, and promotional materials. Must be familiar with the principles of engaging in interdepartmental contact

and acting as a liaison between customers and the technical staff.

Functional Responsibility: Under general supervision, edits and rewrites on-line and hard-copy documents for grammatical, syntactical, and usage errors; spelling; punctuation; and adherence to standards, including consistency, format, and presentation. Proofreads documentation and graphics for accuracy and adherence to original content; provides quality control checking for documents received from photocopying and word processing; assembles master copies, including graphics, appendixes, table of contents, and title pages; assists in scheduling printing, copying and graphics with vendors. Gets quotes and determines best price to achieve quality documents, assists in determining level of effort required for incoming documents, assists in document tracking and logging, and consults with technical staff to determine format, content, and the organization of technical reports and proposals.

Minimum Education: Bachelor's Degree or equivalent.

Category 502

Position Description: Senior Technical Editor

Minimum/General Experience: Four (4) to nine (9) years of related experience providing technical, editing, and rewriting for technical reports, proposals, and promotional materials. Must be familiar with the principles of engaging in interdepartmental contact and acting as a liaison between customers and the technical staff.

Functional Responsibility: Under limited supervision, edits and rewrites on-line and hard-copy documents for grammatical, syntactical, and usage errors; spelling; punctuation; and adherence to standards, including consistency, format, and presentation. Proofreads documentation and graphics for accuracy and adherence to original content; provides quality control checking for documents received from copying and word processing. Assembles master copies, including graphics, appendixes, table of contents, and title pages. Determines level of effort required for incoming documents.



12500 Fair Lakes Circle, Suite 125
Fairfax, VA 22033-3863
Telephone (703) 227-0900
Fax (703) 227-0910
www.mandex.com

Minimum Education: Bachelor's Degree or equivalent in an associated discipline.

Category 506

Position Description: Technical Writer

Minimum/General Experience: Two (2) to seven (7) years of related experience performing technical writing, research, and editing functions to prepare briefings, manuals, and other contract deliverables to meet contract requirements and respond to requests for information.

Functional Responsibility: Under general supervision, writes and/or edits technical documents, including business proposals, reports, manuals, briefings and presentations, guidelines, and other project deliverables to meet contract requirements. Reviews and edits documents developed by others to ensure accuracy and quality of content, organization, language, format consistency, and conformance with established standards; works with technical staff to develop documentation requirements; develops outlines and drafts for review and approval by technical specialists and project management; and ensures that final documents meet applicable contract requirements and regulations. Researches and gathers technical and background information for inclusion in project documentation and deliverables. Consults relevant information sources, including library resources, technical and financial documents, and client and project personnel, to obtain background information, and verifies pertinent guidelines and regulations governing project deliverables.

Minimum Education: Bachelor's Degree or equivalent.

Category 507

Position Description: Senior Technical Writer

Minimum/General Experience: Four (4) to nine (9) years of related experience performing technical writing, research, and editing functions to prepare briefings, manuals, and other contract deliverables to meet contract requirements and respond to requests for information.

Functional Responsibility: Under minimal supervision, writes and/or edits technical documents, including business proposals, reports, manuals, briefings and presentations, guidelines, and other project

deliverables to meet contract requirements. Reviews and edits documents developed by others to ensure accuracy and quality of content, organization, language, format consistency, and conformance with established standards; works with technical staff to develop documentation requirement; develops outlines and drafts for review and approval by technical specialists and project management; and ensures that final documents meet applicable contract requirements and regulations. Researches and gathers technical and background information for inclusion in project documentation and deliverables. Consults relevant information sources, including library resources, technical and financial documents, and client and project personnel, to obtain background information, and verifies pertinent guidelines and regulations governing project deliverables.

Minimum Education: Bachelor's Degree or equivalent.

Category 516

Position Description: Graphics Designer

Minimum/General Experience: Up to five (5) years of experience designing and preparing brochures, flip charts, illustrations, and related graphic materials using sophisticated computer-aided graphics software packages; resolving computer design problems using available software tools; and demonstrating creativity and resourcefulness, as well as the occasional use of independent judgment, when interfacing with members of the technical staff.

Functional Responsibility: Reviews graphics requests to determine scope of requirements, consults with and advises requester regarding the most appropriate and economical means of effective request. Plans and conceives methods of approach; generates routine graphics using computer-aided graphics techniques; design templates for use by word processing and graphics staff to produce company documents (e.g., proposals); prepares camera-ready layouts, including stripping and color separations for multicolor printing tasks; performs system administration functions required for hardware/software tools being used; reviews preliminary sketches and outlines with Publications Manager and/or client to ensure that specifications are accomplished; and participates in the design of exhibits for management presentation trade shows, etc.

Minimum Education: Bachelor's Degree or equivalent.



12500 Fair Lakes Circle, Suite 125
Fairfax, VA 22033-3863
Telephone (703) 227-0900
Fax (703) 227-0910
www.mandex.com

Category 550

Position Description: Technical Librarian

Minimum/General Experience: Four (4) to nine (9) years of experience providing specific technical reference material to engineering and scientific staff, and accomplishes necessary research in maintaining technical library acquisitions, cataloging, and circulation of materials.

Functional Responsibility: Implements appropriate cataloging and classification procedures in accordance with current library standards. Assists users in locating materials in the library. Provides reference services, as needed; maintains library records on circulation, purchase of materials, and other documentation required to provide visibility of operations to management; and develops and maintains contact with other related technical libraries to provide for freely flowing information exchange.

Minimum Education: Bachelor's Degree or equivalent.

Category 551

Position Description: Senior Technical Librarian

Minimum/General Experience: Six (6) to thirteen (13) years of experience in maintaining and administering a technical library, including acquisitions, cataloging, classification, and circulation of materials and available automated systems.

Functional Responsibility: Responsible for overall management of the Technical Library. Provides in-depth scientific and technical information services to users, as needed, and helps to define goals of the Technical Library staff.

Minimum Education: Bachelor's Degree or equivalent.

Category 717

Position Description: Office Administrator

Minimum/General Experience: Four (4) to nine (9) years of experience providing administrative and secretarial support to one or more individuals, and performing standard administrative and advanced secretarial duties requiring initiative and a high level of skill.

Functional Responsibility: Prepares special reports under general guidance, coordinates special projects and programs, and responds to routine and nonroutine inquiries using standardized formats. Uses word processing equipment and a variety of software packages to produce standard and nonstandard documents.

Minimum Education: High School Diploma.

Category 772

Position Description: Office Assistant

Minimum/General Experience: Up to five (5) years of related experience performing routine secretarial and clerical support, such as typing correspondence reports and memos using an electronic typewriter or word processor, and maintaining computer-based files for a unit or department. Must type 50 wpm.

Functional Responsibility: Under close supervision, performs clerical and secretarial tasks, such as typing and filing. Copies and distributes memos and mail, assists in special assignments, answers phones, directs calls, and takes messages and maintains and updates records and files.

Minimum Education: High School Diploma.

Category 750

Position Description: Associate Technician

Minimum/General Experience: Up to seven (7) years of related experience assisting with routine communications equipment installations, relocations, reconfigurations, and maintenance. Must be familiar with the principles of installing, relocating, removing, or repairing communication equipment.

Functional Responsibility: Under close supervision, assists with installations and testing of communication equipment. Logs all requests and reports completed service activity; pulls all types of inside riser and station cable, including coaxial and dual coaxial, thin and thick wire ethernet, and transceiver cable to accommodate computer systems and LANs; replaces components to restore service; pulls and terminates, using standard telephone color code, teflon, and nonteflon twisted pair cable from intermediate distribution frame to modular or patch panels and connectors; and maintains and updates database records on communication equipment.

Minimum Education: A.A. Degree or equivalent.



12500 Fair Lakes Circle, Suite 125
Fairfax, VA 22033-3863
Telephone (703) 227-0900
Fax (703) 227-0910
www.mandex.com

Category 751

Position Description: Technician

Minimum/General Experience: Two (2) to seven (7) years of related experience in performing tests on electronic systems components to determine operability, troubleshooting malfunctioning circuits and making required repairs. Must be familiar with performing standard and moderately complex tasks using standard electronic test equipment.

Functional Responsibility: Inspects, tests, and troubleshoots electronic systems. Makes repairs requiring standard techniques, may make repairs using nonstandard techniques, may service or calibrate electronic test equipment or control systems, and maintains logs and reports, as required.

Minimum Education: A.A. Degree or equivalent.

Category 752

Position Description: Senior Technician

Minimum/General Experience: Four (4) to nine (9) years of related experience in building and performing tests on electronic systems components to determine operability, troubleshooting malfunctioning circuits, and making required repairs. Must be familiar with the principles of performing complex tasks using standard and nonstandard equipment and techniques.

Functional Responsibility: Under limited supervision, troubleshoots and repairs particularly complex or troublesome electronic failures. Services and calibrates electronic test equipment or control systems, and may suggest design changes or recommend improvements in production methods.

Minimum Education: A.A. Degree or equivalent.

Category 756

Position Description: Telecommunications Technician

Minimum/General Experience: Up to five (5) years of related experience assisting with routine communications equipment installations, relocation reconfigurations, and maintenance. Must have knowledge of installing relocating, removing, or repairing communication equipment.

Functional Responsibility: Under close supervision, installs and tests communication equipment and

file servers. Logs all requests and reports completed service activity; pulls all types of inside riser cable, including coaxial and dual coaxial, thin and thick wire ethernet, and transceiver cable to accommodate computer systems and LANs; replaces components to restore service and returns faulty parts; pulls and terminates, using standard telephone color code, teflon, and nonteflon twisted pair cable from intermediate distribution frame to modular or patch panels and connectors; and maintains and updates database records for communication equipment.

Minimum Education: A.A. Degree or equivalent.

Category 757

Position Description: Senior Telecommunications Technician

Minimum/General Experience: Two (2) to seven (7) years of related experience assisting with routine communications equipment installations, relocation reconfigurations, and maintenance. Must have knowledge of installing, relocating, removing, or repairing communication equipment.

Functional Responsibility: Under minimal supervision, installs and tests communication equipment and file servers. Logs all requests and reports completed service activity; pulls all types of inside riser cable, including coaxial and dual coaxial, thin and thick wire ethernet, and transceiver cable to accommodate computer systems and LANs; replaces components to restore service and returns faulty parts; pulls and terminates, using standard telephone color code, teflon, and nonteflon twisted pair cable from intermediate distribution frame to modular or patch panels and connectors; and maintains and updates database records for communication equipment.

Minimum Education: A.A. Degree or equivalent.

Category 758

Position Description: LAN Technician (Data/Voice)

Minimum/General Experience: Up to five (5) years of related experience in installing, maintaining, and repairing voice, data, and video equipment, and related apparatus. Must have knowledge of investigating and resolving nonroutine problems.



12500 Fair Lakes Circle, Suite 125
Fairfax, VA 22033-3863
Telephone (703) 227-0900
Fax (703) 227-0910
www.mandex.com

Functional Responsibility: Under general supervision, installs, tests, and repairs voice, data, and video equipment (e.g., computers, communication, telephone, and transmitting and receiving equipment). Installs equipment according to layouts, floor plans, sketches, and wiring diagrams. Maintains equipment and analyzes operational malfunctioning with test equipment. Assembles equipment, mounts brackets, and connects wire leads, using hand tools and following installation diagrams or work orders. Tests newly installed equipment and repairs or replaces faulty equipment using testing devices. Installs and connects equipment, such as teletypewriters, tickers, facsimile-recording devices, using hand tools and soldering irons. Tests equipment for circuit continuity, using testing instruments.

Minimum Education: A A. Degree or equivalent.

Category 759

Position Description: Sr. LAN Tech. (Data/Voice)

Minimum/General Experience: Two (2) to seven (7) years of related experience installing, maintaining, and repairing voice, data, and video equipment, and related apparatus. Must have knowledge of assessing complex problems and investigating and resolving problems.

Functional Responsibility: Under minimum supervision, installs, tests, and repairs voice, data, and video equipment (e.g., computers, communication, telephone, and transmitting and receiving equipment). Installs equipment according to layouts, floor plans, sketches, and wiring diagrams. Maintains equipment and analyzes operational malfunctioning with test equipment. Assembles equipment, mounts brackets, and connects wire leads, using hand tools and following installation diagrams or work orders. Tests newly installed equipment using testing devices. Installs equipment in company offices and on customers' premises, following floor plans, sketches, and wiring diagrams. Installs and connects equipment, such as teletypewriters, tickers, facsimile-recording devices, using hand tools and soldering irons. Test equipment for circuit continuity, using testing instruments.

Minimum Education: A.A. Degree or equivalent.

Category 803

Position Description: Principal Modeling Specialist

Minimum/General Experience: Minimum of two (2) years experience in such fields as IT applications, modeling, or database development. Thorough working knowledge of Windows-based operating systems, with knowledge of Unix or Linux-based operating systems also considered helpful. Minimum of six (6) years experience providing managerial and technical direction to project personnel on multidisciplinary projects. Minimum of five (5) years experience with modeling software applications.

Functional Responsibility: Responsible for prioritizing, scheduling, budgeting, and technical and managerial direction of all program activities related to GIS, 3D geospatial modeling, and database development, including interfacing directly with the client on technical and managerial (i.e., budgetary, financial, and contractual) matters. Principal modeling specialist responsible for performing technical activities related to GIS/3D geospatial modeling.

Minimum Education: M.S. in computer sciences, geological science, environmental science, or a related field.

Category 801

Position Description: Modeling Specialist

Minimum/General Experience: Minimum of one (1) year experience in such fields as IT applications, modeling, or database development. Thorough working knowledge of Windows-based operating systems. Minimum of two (2) years experience with GIS and 3D geospatial modeling software applications.

Functional Responsibility: Responsible for performing technical activities related to GIS and 3D modeling under direction of the Principal Modeling Specialist, including interfacing with the client on technical matters.



12500 Fair Lakes Circle, Suite 125
Fairfax, VA 22033-3863
Telephone (703) 227-0900
Fax (703) 227-0910
www.mandex.com

Minimum Education: B.S. in computer sciences, geological science, environmental science, GIS, or a related field.

Category 802

Position Description: Modeling Analyst

Minimum/General Experience: Minimum of one (1) year experience with IT software applications.

Functional Responsibility: Responsible for performing technical activities related to GIS under direction of the Principal Modeling Specialist and in coordination with the GIS/3D Modeling Specialist, including interfacing with the client on technical matters.

Minimum Education: B.S. in computer sciences, geological science, environmental science, GIS, or a related field.



12500 Fair Lakes Circle, Suite 125
 Fairfax, VA 22033-3863
 Telephone (703) 227-0900
 Fax (703) 227-0910
 www.mandex.com

MANDEX, Inc.

GSA Contract Number: GS-35F-4394G

SIN: 132-51, Information Technology Professional Services

Extension Period : October 17, 2007 through October 16, 2011

GOVERNMENT SITE	Cat. Order Code	Price Per Hour (Includes 5% Discount & IFF)			
		Oct. 17, 2007 thru Oct. 16, 2008	Oct. 17, 2008 thru Oct. 16, 2009	Oct. 17, 2009 thru Oct. 16, 2010	Oct. 17, 2010 thru Oct. 16, 2011
Associate Financial Analyst	210	\$ 35.54	\$ 36.96	\$ 38.44	\$ 39.98
Senior Financial Analyst	212	\$ 57.25	\$ 59.54	\$ 61.92	\$ 64.40
Principal Financial Analyst	213	\$ 62.98	\$ 65.49	\$ 68.11	\$ 70.84
Management Analyst	216	\$ 43.04	\$ 44.76	\$ 46.55	\$ 48.41
Program Management Analyst	217	\$ 39.10	\$ 40.67	\$ 42.29	\$ 43.98
Project Manager	272	\$ 69.26	\$ 72.04	\$ 74.92	\$ 77.91
Program Manager	275	\$ 92.17	\$ 95.86	\$ 99.69	\$ 103.68
Senior Program Manager	276	\$ 111.55	\$ 116.01	\$ 120.65	\$ 125.48
Installation Supervisor	286	\$ 52.03	\$ 54.11	\$ 56.28	\$ 58.53
Associate QA Engineer	300	\$ 39.10	\$ 40.67	\$ 42.29	\$ 43.98
Senior QA Engineer	302	\$ 62.98	\$ 65.49	\$ 68.11	\$ 70.84
Senior Principal QA Engineer	304	\$ 83.82	\$ 87.17	\$ 90.66	\$ 94.28
Associate Systems Analyst	305	\$ 42.85	\$ 44.57	\$ 46.35	\$ 48.21
Senior Systems Analyst	307	\$ 62.98	\$ 65.49	\$ 68.11	\$ 70.84
Senior Principal Systems Analyst	309	\$ 76.17	\$ 79.22	\$ 82.39	\$ 85.68
Associate Systems Engineer	310	\$ 43.54	\$ 45.28	\$ 47.09	\$ 48.97
Senior Systems Engineer	312	\$ 62.98	\$ 65.49	\$ 68.11	\$ 70.84
Senior Principal Systems Engineer	314	\$ 83.82	\$ 87.17	\$ 90.66	\$ 94.28
Associate Design Engineer	330	\$ 39.10	\$ 40.67	\$ 42.29	\$ 43.98
Senior Design Engineer	332	\$ 62.98	\$ 65.49	\$ 68.11	\$ 70.84
Senior Principal Design Engineer	334	\$ 83.82	\$ 87.17	\$ 90.66	\$ 94.28
Field Engineer	335	\$ 39.10	\$ 40.67	\$ 42.29	\$ 43.98
Senior Field Engineer	336	\$ 47.29	\$ 49.18	\$ 51.15	\$ 53.20
Associate Software Engineer	315	\$ 47.29	\$ 49.18	\$ 51.15	\$ 53.20
Senior Software Engineer	317	\$ 69.26	\$ 72.04	\$ 74.92	\$ 77.91
Senior Principal Software Engineer	319	\$ 83.82	\$ 87.17	\$ 90.66	\$ 94.28
Associate Programmer/ Analyst	320	\$ 39.10	\$ 40.67	\$ 42.29	\$ 43.98
Senior Programmer/ Analyst	322	\$ 57.25	\$ 59.54	\$ 61.92	\$ 64.40
Senior Principal Programmer/ Analyst	324	\$ 69.26	\$ 72.04	\$ 74.92	\$ 77.91
Associate Telecommunications Engineer	340	\$ 43.04	\$ 44.76	\$ 46.55	\$ 48.41
Senior Telecommunications Engineer	342	\$ 57.25	\$ 59.54	\$ 61.92	\$ 64.40



12500 Fair Lakes Circle, Suite 125
 Fairfax, VA 22033-3863
 Telephone (703) 227-0900
 Fax (703) 227-0910
 www.mandex.com

Senior Principal Telecommunications Engineer	344	\$ 76.17	\$ 79.22	\$ 82.39	\$ 85.68
Associate Telecommunications Specialist	345	\$ 32.30	\$ 33.59	\$ 34.94	\$ 36.33
Senior Telecommunications Specialist	347	\$ 52.03	\$ 54.11	\$ 56.28	\$ 58.53
Senior Principal Telecommunications Specialist	349	\$ 76.17	\$ 79.22	\$ 82.39	\$ 85.68
Information Systems Specialist	351	\$ 57.25	\$ 59.54	\$ 61.92	\$ 64.40
Associate Network Engineer	360	\$ 39.10	\$ 40.67	\$ 42.29	\$ 43.98
Senior Network Engineer	362	\$ 62.98	\$ 65.49	\$ 68.11	\$ 70.84
Senior Principal Network Engineer	364	\$ 76.17	\$ 79.22	\$ 82.39	\$ 85.68
Associate LAN Specialist	366	\$ 39.10	\$ 40.67	\$ 42.29	\$ 43.98
Senior LAN Specialist	368	\$ 57.25	\$ 59.54	\$ 61.92	\$ 64.40
Principal LAN Specialist	369	\$ 62.98	\$ 65.49	\$ 68.11	\$ 70.84
Associate Database Administrator	370	\$ 39.10	\$ 40.67	\$ 42.29	\$ 43.98
Senior Database Administrator	372	\$ 57.25	\$ 59.54	\$ 61.92	\$ 64.40
Associate LAN Administrator	375	\$ 39.10	\$ 40.67	\$ 42.29	\$ 43.98
Senior LAN Administrator	378	\$ 52.03	\$ 54.11	\$ 56.28	\$ 58.53
Senior Principal LAN Administrator	380	\$ 62.98	\$ 65.49	\$ 68.11	\$ 70.84
Network/LAN Manager	381	\$ 43.04	\$ 44.76	\$ 46.55	\$ 48.41
Senior Network/LAN Manager	382	\$ 52.03	\$ 54.11	\$ 56.28	\$ 58.53
LAN Site Supervisor	383	\$ 52.03	\$ 54.11	\$ 56.28	\$ 58.53
Associate Technical Order Management Specialist	400	\$ 43.04	\$ 44.76	\$ 46.55	\$ 48.41
Technical Order Management Specialist	401	\$ 47.29	\$ 49.18	\$ 51.15	\$ 53.20
Senior Technical Order Management Specialist	402	\$ 57.25	\$ 59.54	\$ 61.92	\$ 64.40
Associate Acquisitions Logistics Specialist	405	\$ 35.54	\$ 36.96	\$ 38.44	\$ 39.98
Senior Acquisitions Logistics Specialist	407	\$ 57.25	\$ 59.54	\$ 61.92	\$ 64.40
Senior Principal Acquisitions/ Logistics Specialist	409	\$ 69.26	\$ 72.04	\$ 74.92	\$ 77.91
Material Control Specialist	416	\$ 39.10	\$ 40.67	\$ 42.29	\$ 43.98
Data Manager	417	\$ 62.98	\$ 65.49	\$ 68.11	\$ 70.84
Associate Logistician	420	\$ 35.54	\$ 36.96	\$ 38.44	\$ 39.98
Logistician	421	\$ 47.29	\$ 49.18	\$ 51.15	\$ 53.20
Senior Logistician	422	\$ 57.25	\$ 59.54	\$ 61.92	\$ 64.40
Configuration Management Specialist	440	\$ 35.54	\$ 36.96	\$ 38.44	\$ 39.98
Senior Configuration Management Specialist	441	\$ 43.04	\$ 44.76	\$ 46.55	\$ 48.41
Computer Systems Manager	455	\$ 62.98	\$ 65.49	\$ 68.11	\$ 70.84
Associate User Services Specialist	456	\$ 29.36	\$ 30.54	\$ 31.76	\$ 33.03



12500 Fair Lakes Circle, Suite 125
 Fairfax, VA 22033-3863
 Telephone (703) 227-0900
 Fax (703) 227-0910
 www.mandex.com

User Services Specialist	457	\$ 32.30	\$ 33.59	\$ 34.94	\$ 36.33
Associate Technical Training Specialist	460	\$ 32.30	\$ 33.59	\$ 34.94	\$ 36.33
Technical Training Specialist	461	\$ 39.10	\$ 40.67	\$ 42.29	\$ 43.98
Senior Technical Training Specialist	462	\$ 43.04	\$ 44.76	\$ 46.55	\$ 48.41
Training Adiministrator	463	\$ 47.29	\$ 49.18	\$ 51.15	\$ 53.20
Senior Training Administrator	464	\$ 62.98	\$ 65.49	\$ 68.11	\$ 70.84
Technical Editor	501	\$ 43.04	\$ 44.76	\$ 46.55	\$ 48.41
Senior Technical Editor	502	\$ 52.03	\$ 54.11	\$ 56.28	\$ 58.53
Technical Writer	506	\$ 43.04	\$ 44.76	\$ 46.55	\$ 48.41
Senior Technical Writer	507	\$ 52.03	\$ 54.11	\$ 56.28	\$ 58.53
Graphics Designer	516	\$ 35.54	\$ 36.96	\$ 38.44	\$ 39.98
Technical Librarian	550	\$ 39.10	\$ 40.67	\$ 42.29	\$ 43.98
Senior Technical Librarian	551	\$ 47.29	\$ 49.18	\$ 51.15	\$ 53.20
Office Administrator	717	\$ 35.20	\$ 36.61	\$ 38.07	\$ 39.59
Office Assistant	722	\$ 22.81	\$ 23.72	\$ 24.67	\$ 25.66
Associate Technician	750	\$ 26.33	\$ 27.39	\$ 28.48	\$ 29.62
Technician	751	\$ 30.46	\$ 31.68	\$ 32.94	\$ 34.26
Senior Technician	752	\$ 35.20	\$ 36.61	\$ 38.07	\$ 39.59
Telecommunications Technician	756	\$ 35.20	\$ 36.61	\$ 38.07	\$ 39.59
Senior Telecommunications Technician	757	\$ 40.67	\$ 42.30	\$ 43.99	\$ 45.75
LAN Technician (Data/Voice)	758	\$ 35.20	\$ 36.61	\$ 38.07	\$ 39.59
Senior LAN Techncian (Data/Voice)	759	\$ 40.67	\$ 42.30	\$ 43.99	\$ 45.75
Modeling Specialist	801	\$ 63.11	\$ 65.63	\$ 68.26	\$ 70.99
Modeling Analyst	802	\$ 37.63	\$ 39.13	\$ 40.70	\$ 42.33
Principal Model Specialist	803	\$ 106.53	\$ 110.79	\$ 115.23	\$ 119.84



12500 Fair Lakes Circle, Suite 125
 Fairfax, VA 22033-3863
 Telephone (703) 227-0900
 Fax (703) 227-0910
 www.mandex.com

MANDEX, Inc.

GSA Contract Number: GS-35F-4394G

SIN: 132-51, Information Technology Professional Services

Extension Period : October 17, 2007 through October 16, 2011

CONTRACTOR SITE		Price Per Hour (Includes 5% Discount & IFF)			
Labor Category	Cat. Order Code	Oct. 17, 2007 thru Oct. 16, 2008	Oct. 17, 2008 thru Oct. 16, 2009	Oct. 17, 2009 thru Oct. 16, 2010	Oct. 17, 2010 thru Oct. 16, 2011
Associate Financial Analyst	210	\$ 47.78	\$ 49.69	\$ 51.67	\$ 53.74
Senior Financial Analyst	212	\$ 76.91	\$ 79.99	\$ 83.19	\$ 86.52
Principal Financial Analyst	213	\$ 84.64	\$ 88.02	\$ 91.54	\$ 95.20
Management Analyst	216	\$ 57.79	\$ 60.10	\$ 62.50	\$ 65.00
Program Management Analyst	217	\$ 52.54	\$ 54.65	\$ 56.83	\$ 59.11
Project Manager	272	\$ 94.34	\$ 98.11	\$ 102.03	\$ 106.11
Program Manager	275	\$ 123.87	\$ 128.83	\$ 133.98	\$ 139.34
Senior Program Manager	276	\$ 149.92	\$ 155.92	\$ 162.15	\$ 168.64
Installation Supervisor	286	\$ 69.95	\$ 72.75	\$ 75.66	\$ 78.68
Associate QA Engineer	300	\$ 52.54	\$ 54.65	\$ 56.83	\$ 59.11
Senior QA Engineer	302	\$ 84.64	\$ 88.02	\$ 91.54	\$ 95.20
Senior Principal QA Engineer	304	\$ 112.63	\$ 117.14	\$ 121.82	\$ 126.70
Associate Systems Analyst	305	\$ 57.79	\$ 60.10	\$ 62.50	\$ 65.00
Senior Systems Analyst	307	\$ 84.64	\$ 88.02	\$ 91.54	\$ 95.20
Senior Principal Systems Analyst	309	\$ 102.38	\$ 106.48	\$ 110.74	\$ 115.17
Associate Systems Engineer	310	\$ 58.53	\$ 60.87	\$ 63.31	\$ 65.84
Senior Systems Engineer	312	\$ 84.64	\$ 88.02	\$ 91.54	\$ 95.20
Senior Principal Systems Engineer	314	\$ 112.63	\$ 117.14	\$ 121.82	\$ 126.70
Associate Design Engineer	330	\$ 52.54	\$ 54.65	\$ 56.83	\$ 59.11
Senior Design Engineer	332	\$ 84.64	\$ 88.02	\$ 91.54	\$ 95.20
Senior Principal Design Engineer	334	\$ 112.63	\$ 117.14	\$ 121.82	\$ 126.70
Field Engineer	335	\$ 52.54	\$ 54.65	\$ 56.83	\$ 59.11
Senior Field Engineer	336	\$ 63.56	\$ 66.11	\$ 68.75	\$ 71.50
Associate Software Engineer	315	\$ 63.56	\$ 66.11	\$ 68.75	\$ 71.50
Senior Software Engineer	317	\$ 93.08	\$ 96.80	\$ 100.68	\$ 104.70
Senior Principal Software Engineer	319	\$ 112.63	\$ 117.14	\$ 121.82	\$ 126.70
Associate Programmer/ Analyst	320	\$ 52.54	\$ 54.65	\$ 56.83	\$ 59.11
Senior Programmer/ Analyst	322	\$ 76.91	\$ 79.99	\$ 83.19	\$ 86.52
Senior Principal Programmer/ Analyst	324	\$ 93.08	\$ 96.80	\$ 100.68	\$ 104.70
Associate Telecommunications Engineer	340	\$ 57.79	\$ 60.10	\$ 62.50	\$ 65.00
Senior Telecommunications Engineer	342	\$ 76.91	\$ 79.99	\$ 83.19	\$ 86.52
Senior Principal Telecommunications Engineer	344	\$ 102.38	\$ 106.48	\$ 110.74	\$ 115.17
Associate Telecommunications Specialist	345	\$ 43.41	\$ 45.14	\$ 46.95	\$ 48.83
Senior Telecommunications Specialist	347	\$ 69.95	\$ 72.75	\$ 75.66	\$ 78.68



12500 Fair Lakes Circle, Suite 125
 Fairfax, VA 22033-3863
 Telephone (703) 227-0900
 Fax (703) 227-0910
 www.mandex.com

Senior Principal Telecommunications Specialist	349	\$ 102.38	\$ 106.48	\$ 110.74	\$ 115.17
Information Systems Specialist	351	\$ 76.91	\$ 79.99	\$ 83.19	\$ 86.52
Associate Network Engineer	360	\$ 52.54	\$ 54.65	\$ 56.83	\$ 59.11
Senior Network Engineer	362	\$ 84.64	\$ 88.02	\$ 91.54	\$ 95.20
Senior Principal Network Engineer	364	\$ 102.38	\$ 106.48	\$ 110.74	\$ 115.17
Associate LAN Specialist	366	\$ 52.54	\$ 54.65	\$ 56.83	\$ 59.11
Senior LAN Specialist	368	\$ 76.91	\$ 79.99	\$ 83.19	\$ 86.52
Principal LAN Specialist	369	\$ 84.64	\$ 88.02	\$ 91.54	\$ 95.20
Associate Database Administrator	370	\$ 52.54	\$ 54.65	\$ 56.83	\$ 59.11
Senior Database Administrator	372	\$ 76.91	\$ 79.99	\$ 83.19	\$ 86.52
Associate LAN Administrator	375	\$ 52.54	\$ 54.65	\$ 56.83	\$ 59.11
Senior LAN Administrator	378	\$ 69.95	\$ 72.75	\$ 75.66	\$ 78.68
Senior Principal LAN Administrator	380	\$ 84.64	\$ 88.02	\$ 91.54	\$ 95.20
Network/LAN Manager	381	\$ 57.79	\$ 60.10	\$ 62.50	\$ 65.00
Senior Network/LAN Manager	382	\$ 69.95	\$ 72.75	\$ 75.66	\$ 78.68
LAN Site Supervisor	383	\$ 69.95	\$ 72.75	\$ 75.66	\$ 78.68
Associate Technical Order Management Specialist	400	\$ 57.79	\$ 60.10	\$ 62.50	\$ 65.00
Technical Order Management Specialist	401	\$ 63.56	\$ 66.11	\$ 68.75	\$ 71.50
Senior Technical Order Management Specialist	402	\$ 76.91	\$ 79.99	\$ 83.19	\$ 86.52
Associate Acquisitions Logistics Specialist	405	\$ 47.78	\$ 49.69	\$ 51.67	\$ 53.74
Senior Acquisitions Logistics Specialist	407	\$ 76.91	\$ 79.99	\$ 83.19	\$ 86.52
Senior Principal Acquisitions/ Logistics Specialist	409	\$ 93.08	\$ 96.80	\$ 100.68	\$ 104.70
Material Control Specialist	416	\$ 52.54	\$ 54.65	\$ 56.83	\$ 59.11
Data Manager	417	\$ 84.64	\$ 88.02	\$ 91.54	\$ 95.20
Associate Logistician	420	\$ 47.78	\$ 49.69	\$ 51.67	\$ 53.74
Logistician	421	\$ 63.56	\$ 66.11	\$ 68.75	\$ 71.50
Senior Logistician	422	\$ 76.91	\$ 79.99	\$ 83.19	\$ 86.52
Configuration Management Specialist	440	\$ 47.78	\$ 49.69	\$ 51.67	\$ 53.74
Senior Configuration Management Specialist	441	\$ 57.79	\$ 60.10	\$ 62.50	\$ 65.00
Computer Systems Manager	455	\$ 84.64	\$ 88.02	\$ 91.54	\$ 95.20
Associate User Services Specialist	456	\$ 39.48	\$ 41.06	\$ 42.70	\$ 44.41
User Services Specialist	457	\$ 43.41	\$ 45.14	\$ 46.95	\$ 48.83
Associate Technical Training Specialist	460	\$ 43.41	\$ 45.14	\$ 46.95	\$ 48.83
Technical Training Specialist	461	\$ 52.54	\$ 54.65	\$ 56.83	\$ 59.11
Senior Technical Training Specialist	462	\$ 57.79	\$ 60.10	\$ 62.50	\$ 65.00
Training Administrator	463	\$ 63.56	\$ 66.11	\$ 68.75	\$ 71.50
Senior Training Administrator	464	\$ 84.64	\$ 88.02	\$ 91.54	\$ 95.20
Technical Editor	501	\$ 57.79	\$ 60.10	\$ 62.50	\$ 65.00
Senior Technical Editor	502	\$ 69.95	\$ 72.75	\$ 75.66	\$ 78.68
Technical Writer	506	\$ 57.79	\$ 60.10	\$ 62.50	\$ 65.00
Senior Technical Writer	507	\$ 69.95	\$ 72.75	\$ 75.66	\$ 78.68



12500 Fair Lakes Circle, Suite 125
 Fairfax, VA 22033-3863
 Telephone (703) 227-0900
 Fax (703) 227-0910
 www.mandex.com

Graphics Designer	516	\$ 47.78	\$ 49.69	\$ 51.67	\$ 53.74
Technical Librarian	550	\$ 52.54	\$ 54.65	\$ 56.83	\$ 59.11
Senior Technical Librarian	551	\$ 63.56	\$ 66.11	\$ 68.75	\$ 71.50
Office Administrator	717	\$ 47.29	\$ 49.18	\$ 51.15	\$ 53.20
Office Assistant	722	\$ 30.63	\$ 31.85	\$ 33.13	\$ 34.45
Associate Technician	750	\$ 35.41	\$ 36.82	\$ 38.30	\$ 39.83
Technician	751	\$ 40.93	\$ 42.56	\$ 44.27	\$ 46.04
Senior Technician	752	\$ 46.36	\$ 48.21	\$ 50.14	\$ 52.15
Telecommunications Technician	756	\$ 46.36	\$ 48.21	\$ 50.14	\$ 52.15
Senior Telecommunications Technician	757	\$ 53.56	\$ 55.70	\$ 57.93	\$ 60.25
LAN Technician (Data/Voice)	758	\$ 46.36	\$ 48.21	\$ 50.14	\$ 52.15
Senior LAN Technician (Data/Voice)	759	\$ 53.56	\$ 55.70	\$ 57.93	\$ 60.25
Modeling Specialist	801	\$ 66.94	\$ 69.61	\$ 72.40	\$ 75.30
Modeling Analyst	802	\$ 39.91	\$ 41.51	\$ 43.17	\$ 44.89
Principal Model Specialist	803	\$ 113.00	\$ 117.52	\$ 122.22	\$ 127.11



12500 Fair Lakes Circle, Suite 125
Fairfax, VA 22033-3863
Telephone (703) 227-0900
Fax (703) 227-0910
www.mandex.com

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

PREAMBLE

MANDEX is a Service-Disabled Veteran-Owned Small Business (SDVOSB) that provides commercial products and services to the Federal Government. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

COMMITMENT

To actively seek and partner with small businesses.

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

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

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

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

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

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

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in Federal Government contracts.

To accelerate potential opportunities please contact **Mr. Randall N. Scott at (703) 227-0900, rnscoff@mandex.com.**



12500 Fair Lakes Circle, Suite 125
Fairfax, VA 22033-3863
Telephone (703) 227-0900
Fax (703) 227-0910
www.mandex.com

BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”

- 1) Federal Supply Schedule Contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to a customer agency requirements.
- 2) These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.
- 3) Orders under a Team Arrangement are subject to terms and conditions or the Federal Supply Schedule Contract.
- 4) Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.
- 5) Customers should refer to FAR 9.6 for specific details on Team Arrangements.
- 6) Here is a general outline on how it works:
 - a) The customer identifies their requirements.
 - b) Federal Supply Schedule Contractors may individually meet the customers needs, or -
 - c) Federal Supply Schedule Contractors may individually submit a Schedules “Team Solution” to meet the customer’s requirement.
 - d) Customers make a best value selection.



12500 Fair Lakes Circle, Suite 125
Fairfax, VA 22033-3863
Telephone (703) 227-0900
Fax (703) 227-0910
www.mandex.com

SIMPLIFIED ACQUISITION PROCEDURE BLANKET PURCHASE AGREEMENTS

FAR 13.2 provides the following procedures for establishing a BPA under the Simplified Acquisition Procedures:

The Contracting Officer may use a BPA when there is:

- A need for a wide variety of items, but the exact items, quantities and delivery requirements are not known in advance.
- A need for commercial sources of supply for one or more offices that do not have purchase authority.
- To reduce the administrative burden of writing numerous purchase orders.
- Contracting Officers must contract Vendors to negotiate the terms and conditions of the BPA.



12500 Fair Lakes Circle, Suite 125
Fairfax, VA 22033-3863
Telephone (703) 227-0900
Fax (703) 227-0910
www.mandex.com

BEST VALUE
BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE

(Customer Name)

In the spirit of the Federal Acquisition Streamlining Act _____ and ASM Research, Inc., enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal supply Schedule Contract _____.

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

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

Signatures:

AGENCY DATE CONTRACTOR DATE

BPA NUMBER _____



12500 Fair Lakes Circle, Suite 125
Fairfax, VA 22033-3863
Telephone (703) 227-0900
Fax (703) 227-0910
www.mandex.com

(Customer Name)

BLANKET PURCHASE AGREEMENT

Pursuant to FSA Federal Supply contract number(s) _____, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH _____:

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

(2) Delivery:

DESTINATION

DELIVERY SCHEDULE/DATES

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

(4) This BPA does not obligate any funds.

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



12500 Fair Lakes Circle, Suite 125
Fairfax, VA 22033-3863
Telephone (703) 227-0900
Fax (703) 227-0910
www.mandex.com

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

OFFICE POINT OF CONTACT

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

(8)

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

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

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

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

***IMPORTANT** – A new feature to the Federal Supply Schedules Program permits contractors to offer price reductions in accordance with commercial practice. Teaming Arrangements are permitted with Federal Supply contractors in accordance with FAR Part 9.6.



12500 Fair Lakes Circle, Suite 125
Fairfax, VA 22033-3863
Telephone (703) 227-0900
Fax (703) 227-0910
www.mandex.com

In order to assist GSA/FSS in updating our database, please PROVIDE/UPDATE the following information:

(a) Offerors are to insert the ordering information below:

ORDERING ADDRESS: MANDEX, Inc.; 12500 Fair Lakes Circle, Suite 125, Fairfax, VA 22033-3863

ORDERING FACSIMILE: 703.227.0910

(b) Offerors are required to designate a person to be contacted for prompt contract administration.

NAME: John Robison

TITLE: Controller

ADDRESS: 12500 Fair Lakes Circle, Suite 125 Fairfax, VA ZIP CODE: 22033-3863

TELEPHONE NO.: 703.227.0905

FAX NO.: 703.227.0910

E-MAIL ADDRESS: jrobison@mandex.com

(c) Contractor compliance with the GSA Form 72A reporting requirements and the Industrial Funding Fee will be delegated to a GSA Administrative Contracting Officer. The Contract Management Zone will be determined based upon the location of the individual designated by the Contractor for administration of the contract's GSA Form 72A reporting. The name of this individual, along with the person responsible for questions concerning the Industrial Funding Fee, must be provided by the Contractor prior to the award of a contract.

GSA FORM 72A:

NAME: John Robison

ADDRESS: 12500 Fair Lakes Circle, Suite 125, Fairfax, VA ZIP CODE: 22033-3863

TELEPHONE NO.: (703) 227-0905

FAX NO.: (703) 227-0910

E-MAIL ADDRESS: jrobison@mandex.com

INDUSTRIAL FUNDING FEE:

NAME: John Robison

ADDRESS: 12500 Fair Lakes Circle, Suite 125, Fairfax, VA ZIP CODE: 22033-3863

TELEPHONE NO.: (703) 227-0905

FAX NO.: (703) 227-0910

E-MAIL ADDRESS: jrobison@mandex.com