

GENERAL SERVICES ADMINISTRATION
Authorized Federal Supply Service
Information Technology Schedule Pricelist
General Purpose Commercial Information Technology
Equipment, Software and Services

SIN 132-51 - INFORMATION TECHNOLOGY (IT) 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
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 D399	Other Information Technology Services, Not Elsewhere Classified

Note: 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: 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

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

Contractor: Dewberry & Davis LLC (Dewberry)
8401 Arlington Boulevard
Fairfax, VA 22031
Website: www.dewberry.com

Contract Number: GS 35F-0755N

Period Covered By Contract: July 02,2003 through July 01, 2013

Pricelist current through Modification #: P0007 dated August 28, 2009

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA-Advantage!TM, a menu-driven database system. The INTERNET address for GSA Advantage!TM is: <http://www.fss.gsa.gov>.

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INFORMATION FOR ORDERING OFFICES
APPLICABLE TO ALL SPECIAL ITEM NUMBERS

SPECIAL NOTICE TO AGENCIES: Small Business Participation

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

For orders exceeding the micro purchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!™ On-line shopping service (www.fss.gsa.gov). The catalogs/pricelists, 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 ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, and women-owned small businesses among those considered when selecting pricelists for a best value determination.

For orders exceeding the micro purchase 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: Worldwide
2. Contractor's Ordering Address and Payment Information: Ordering Address:

Dewberry
8401 Arlington Boulevard
Fairfax, VA 22031
Attention: Denice Bracey
FAX: 703.849.0106
Telephone No. 703.849.0245
Email: dbracey@dewberry.com
Website: www.dewberry.com

Payment Address: Electronic Transfer. Mercantile Safe Deposit Trust Company
Baltimore, MD
ABA 05200618
Acct. No. 6421474

Contractors are required to accept the Government purchase card for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. 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:

[\(703\) 849-0245](tel:7038490245)

3. LIABILITY FOR INJURY OR DAMAGE

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

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

Block 9: G. Order/Modification Under Federal Schedule

Block 16: Data Universal Numbering System (DUNS) Number: 051758449

Block 30: Type of Contractor – C Large Business

Block 31: Woman-Owned Small Business - No

Block 36: Contractor's Taxpayer Identification Number (TIN): 540604420

4a. CAGE Code: 4D435

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

5. FOB Destination

6. DELIVERY SCHEDULE

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

SPECIAL ITEM NUMBER

DELIVERY TIME (Days ARO)

132-51

As negotiated between Agency and Contractor

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 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: 0% - 30 days from receipt of receipt of invoice or date of acceptance, whichever is later.
- b. Government Educational Institutions: Receive the same as all other Federal Government customers.

8. Trade Agreements Act of 1979, as amended:

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

9. Statement Concerning Availability of Export Packing: Standard commercial packaging provided

10. Small Requirements: The minimum dollar value of orders to be issued is \$100.00.

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

a. The Maximum Order value for the following Special Item Numbers (SINs) is \$500,000:

Special Item Number 132-51 - -Information Technology (IT) Services

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

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 FOR SERVICES (REQUIRING A STATEMENT OF WORK)

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 services that require a Statement of Work. These special ordering procedures take precedence over the procedures in FAR 8.404 (b)(2) through (b)(3). GSA has determined that the prices for services contained in the contractor's price list applicable to this Schedule 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.

(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/EC Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

6. INSPECTION OF SERVICES

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

7. RESPONSIBILITIES OF THE CONTRACTOR

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of 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 Contractor access to all facilities necessary to perform the requisite IT Services.

9. INDEPENDENT CONTRACTOR

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

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

12. PAYMENTS

For firm-fixed price orders the Government shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts (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 the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

16. DESCRIPTION OF IT SERVICES AND PRICING

a. Pricing for all IT Services shall be in accordance with the Contractor's customary commercial practices. Descriptions of services and pricing are as follows.

Labor Categories/Descriptions: SIN 132-51

LABOR CATEGORY	RATES				
	07.01.09- 07.31.10	08.01.10 07.31.11	08.01.11 07.31.12	08.01.12 07.31.13	08.10.13 07.31.14
Program Manager	\$143.55	\$147.14	\$150.82	\$154.59	\$158.45
Project Manager	\$112.16	\$114.96	\$117.84	\$120.78	\$123.80
IT Infrastructure Architect	\$105.88	\$108.53	\$111.24	\$114.02	\$116.87
Business Process Eng.	\$143.55	\$147.14	\$150.82	\$154.59	\$158.45
Network Engineer	\$83.26	\$85.34	\$87.48	\$89.66	\$91.90
Senior IT Professional	\$143.55	\$147.14	\$150.82	\$154.59	\$158.45
Project IT Professional	\$112.16	\$114.96	\$117.84	\$120.78	\$123.80
IT Professional III	\$121.94	\$124.99	\$128.11	\$131.32	\$134.60
IT Professional II	\$110.08	\$112.83	\$115.65	\$118.54	\$121.51
IT Professional I	\$91.15	\$93.43	\$95.76	\$98.16	\$100.61
GIS Specialist III	\$110.08	\$112.83	\$115.65	\$118.54	\$121.51
GIS Specialist II	\$79.12	\$81.10	\$83.13	\$85.20	\$87.33
GIS Specialist I	\$69.32	\$71.05	\$72.83	\$74.65	\$76.52
Subject Matter Expert, Senior	\$143.55	\$147.14	\$150.82	\$154.59	\$158.45
Subject Matter Expert, Middle	\$117.76	\$120.70	\$123.72	\$126.81	\$129.99
Subject Matter Expert, Junior	\$97.33	\$99.76	\$102.26	\$104.81	\$107.43
Database Admin. Senior	\$112.16	\$114.96	\$117.84	\$120.78	\$123.80
Quality Assurance Manager	\$108.08	\$110.78	\$113.55	\$116.39	\$119.30
Administrative Assistant	\$44.55	\$45.66	\$46.80	\$47.97	\$49.17

Commercial Job Title: Program Manager

Functional Responsibilities

Serves as the program manager for a large, complex task order (or a group of similar task orders). Works with the Government Contracting Officer (CO), the contract-level Contracting Officer's Representative (COR), the task order level COR(s), government management personnel and customer agency representatives. Is responsible for the overall management of the specific program and ensuring that the technical solutions and schedules in the task order are implemented in a timely manner. Performs enterprise-wide horizontal planning.

Minimum/General Qualifications

Twelve years experience, of which at least nine years must be specialized. Specialized experience includes program development from inception to deployment, expertise in the management and control of funds and resources using complex reporting mechanisms, demonstrated capability in managing multi-task contracts and/or subcontracts of various types and complexity. General experience includes increasing responsibilities in program management.

Education Requirements

Minimum Education: A Bachelor's degree in Computer Science, Information Systems, Software Engineering, Business, or other discipline related to Business and Project Management or Information Technology.

- With a Master's Degree in Computer Science, Information Systems, Software Engineering, Business, or other discipline related to Business and Project Management or Information Technology, ten years of general experience of which at least seven years specialized experience as described in Minimum/General Qualifications is required.
- With a Ph.D. degree in Computer Science, Information Systems, Software Engineering, Business, or other discipline related to Business and Project Management or Information Technology, eight years of general experience of which at least five years specialized experience is required.
- With sixteen years general experience of which at least nine years is specialized experience, a degree is not required.

Commercial Job Title: Project Manager

Functional Responsibilities

Serves as the project manager for a large, complex task order (or a group of similar task orders) and assists the Program Manager in working with the Government Contracting Officer (CO), the contract-level Contracting Officer's Representative (COR), the task order level COR(s), government management personnel and customer agency representatives.

Under the guidance of a Program Manager, is responsible for the overall management of the specific task order(s) and ensuring that the technical solutions and schedules in the task order are implemented in a timely manner. Performs enterprise-wide horizontal integration planning and interfaces to other functional systems.

Minimum/General Qualifications

Ten years experience, of which at least seven years must be specialized. Specialized experience includes: project development from inception to deployment, expertise in the management and control of funds and resources using complex reporting mechanisms, demonstrated capability in managing multi-task contracts and/or subcontracts of various types and complexity. General experience includes increasing responsibilities in information systems design and/or management.

Education Requirements

Minimum Education: A Bachelor's degree in Computer Science, Information Systems, Software Engineering, Business, or other discipline related to Business and Project Management or Information Technology.

- With a Master's Degree in Computer Science, Information Systems, Software Engineering, Business, or other discipline related to Business and Project Management or Information Technology, eight years of general experience of which at least five years specialized experience as described in Minimum/General Qualifications is required.
- With a Ph.D. in Computer Science, Information Systems, Software Engineering, Business, or other discipline related to Business and Project Management or Information Technology, six years of general experience of which at least four years specialized experience is required.
- With fourteen years general experience of which at least nine years is specialized experience, a degree is not required.

Commercial Job Title: IT Infrastructure Architect, Senior

Functional Responsibilities

Establishes the information requirements for the development of enterprise-wide or large scale information systems. Designs system architecture to include the soft-ware, hardware, and communications needed to support the total requirements as well as provide for present and future cross-functional requirements and interfaces. Ensures the system is compatible and in compliance with the information technology standards of the requesting organization as they apply to the implementation and specification of the IT solution proposed. Evaluates analytically and systematically problems of work flows, organization, and planning and develops appropriate corrective action.

Minimum/General Qualifications

Eight years experience, of which at least five years must be specialized. Specialized experience includes use of system design methodologies and design tools such as UML, entity relationship diagrams, and other design techniques. General experience includes increasing responsibilities in systems engineering.

Education Requirements

Minimum Education: A Master's degree in Computer Science, Information Systems, Software Engineering, or other discipline related to Systems e\Engineering and s\Software Engineering.

- With a Ph.D. degree in Computer Science, Information Systems, Software Engineering, or other discipline related to systems engineering and software engineering, six years of general experience is required of which at least four years must be specialized experience as described in Minimum/General Qualifications above.

- With a Bachelor's degree in Computer Science, Information Systems, Software Engineering, or other discipline related to Systems Engineering and Software Engineering, ten years general experience of which at least seven years must be specialized experience, a Masters degree is not required.

Commercial Job Title: Business Process Engineer

Functional Responsibilities

Applies process improvement and reengineering methodologies and principles to conduct process modernization analyses. Responsible for effective transitioning of existing project teams, and the facilitation of project teams in the accomplishment of project activities and objectives. Provides group facilitation, interviewing, training and provides additional forms of knowledge transfer. Coordinates between multiple project teams to ensure enterprise-wide integration of reengineering efforts. Includes activity and data modeling, developing modern business methods, identifying best practices, and creating and assessing performance measurements.

Minimum/General Qualifications

Six years experience of which at least four must be specialized. Specialized experience includes facilitation, training, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business process improvement, business management techniques, organizational development, activity and data modeling, or information system development methods. General experience includes coordinating across multiple teams, knowledge of business methods, and performance management analysis.

Education Requirements

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, Education, Management Sciences, Human Resources or other related discipline.

- With a Master's Degree, four years of general experience of which at least two must be specialized as described in Minimum/General Qualifications above.
- With no degree must have at least 12 years of general experience of which at least 10 must be specialized.

Commercial Job Title: Network Engineer

Functional Responsibilities

Analyzes network characteristics (e.g., traffic, connect time, transmission speeds, packet sizes, and throughput) and recommends procurement, removals, and modifications to network components. Designs and optimizes network topologies and site configurations. Specifies and plans installations, transitions, and cutovers of network components and capabilities. Coordinates requirements with users and suppliers.

Minimum/General Qualifications

Six years experience, of which at least four years must be specialized. Specialized experience includes designing, testing, installing, implementing, and maintaining computer networks; using and implementing network standards, operating computer networks; identification and solving of problems, restart/recovery, additions, deletions, and modifications of network components, and optimization of

network performance. General experience includes all aspects of computer networks and the ability to work independently or under only general direction.

Education Requirements

Minimum Education: A Bachelor's degree in Computer Science, Information Systems, Network Engineering, or other discipline related to Network Topologies and Network Configuration.

- With a Master's Degree in Computer Science, Information Systems, Network Engineering, or other discipline related to Network Topologies and Network Configuration, four years general experience of which at least three years must be specialized experience as described in Minimum/General Qualifications above is required.
- With manufacturer's certifications, eight years of general experience of which at least six must be specialized is required.
- With twelve years general experience of which at least eight years is specialized, a degree is not required.

Commercial Job Title: Senior IT Professional

Functional Responsibilities

Serves as the information technology project manager for a large, complex task order (or a group of similar task orders) and assists the Project Manager in working with the Government Contracting Officer (CO), the contract-level Contracting Officer's Representative (COR), the task order level COR(s), government management personnel and customer agency representatives.

Under the guidance of a Project Manager, is responsible for the overall management of the specific task order(s) and ensuring that the technical solutions and schedules in the task order are implemented in a timely manner. Identifies software development methodology, manages software development, and estimates software development costs and schedule.

Minimum/General Qualifications

Ten years experience of which seven years must be specialized. Specialized experience includes experience in systems analysis and design, experience in implementing software development methodologies and system life cycle implementation. General experience includes oversight and development of large scale systems and experience in supervision of information technology professionals.

Education Requirements

Minimum Education: A Bachelor's degree in Computer Science, Information Systems, Software Engineering, or other discipline related to Information Technology.

- With a Master's Degree eight years of general experience of which at least five years specialized experience as described in Minimum/General Qualifications above, is required.
- With a Ph.D. Computer Science, Information Systems, Software Engineering, or other discipline related to Information Technology, six years of general experience of which at least four years specialized experience is required.

- With twelve years general experience of which at least ten years is specialized experience, a degree is not required.

Commercial Job Title: Project IT Professional

Functional Responsibilities

Manages development and implementation of large scale systems. Plans and implements programming and user support activities. Supervises software configuration management. Supervises information technology professionals.

Minimum/General Qualifications

Eight years of experience at least five of which must be specialized. Specialized experience includes the implementation of the full life cycle of software development as described in the project plan, the identification and creation of software development packages, the design of code modules test packages and experience in managing information technology professionals. General experience includes writing technical and user documentation and experience in development of large scale systems.

Education Requirements

Minimum Education: A Bachelor's degree in Computer Science, Information Systems, Software Engineering, or other discipline related to Information Technology.

- With a Ph.D. in Computer Science, Information Systems, Software Engineering, or other discipline related to Information Technology, four years of general experience is required of which at least three years must be specialized experience as described in Minimum/General Qualifications above.
- With a Master's degree, six years general experience of which at least four years must be specialized experience

Commercial Job Title: IT Professional III

Functional Responsibilities

Translates requirements and designs into computer software within a specific information technology platform. Tests, debugs, and refines computer software to produce the required product. Prepares required documentation including both computer software and user level documentation. Enhances software to reduce operating time or improve efficiency. May provide technical direction to information technology professionals.

Minimum/General Qualifications

Six years of experience at least four of which must be specialized. Specialized experience includes experience in development within the specific information technology discipline identified as the technical solution for the system. General experience includes experience in developing code for similar applications or utilization of similar technical platforms.

Education Requirements

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Software Engineering, or other discipline related to information technology.

- With a Master's Degree in Computer Science, Information Systems, Software Engineering, or other discipline related to information technology, four years of general experience of which at least three years specialized experience as described in Minimum/General Qualifications above is required.
- With a Ph.D. in Computer Science, Information Systems, Software Engineering, or other discipline related to Information Technology, three years of general experience of which at least two years specialized experience is required.
- With twelve years general experience of which at least six years is specialized experience, a degree is not required.

Commercial Job Title: IT Professional II

Functional Responsibilities

Translates requirements and designs into computer software within a specific information technology platform. Tests, debugs, and refines computer software to produce the required product. Prepares required documentation including both computer software and user level documentation. Enhances software to reduce operating time or improve efficiency.

Minimum/General Qualifications

Three years of experience at least two of which must be specialized. Specialized experience includes experience in development within the specific information technology discipline identified as the technical solution for the system. General experience includes experience in developing code for similar applications or utilization of similar technical platforms.

Education Requirements

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Software Engineering, or other discipline related to Information Technology.

- With a Master's Degree in Computer Science, Information Systems, Software Engineering, or other discipline related to Information Technology, two years general experience of which at least one year of specialized experience as described in Minimum/General Qualifications above, is required.
- With eight years general experience of which at least four years is specialized experience, a degree is not required.

Commercial Job Title: IT Professional I

Functional Responsibilities

Translates requirements and designs into computer software within a specific information technology platform. Tests, debugs, and refines computer software to produce the required product. Prepares required documentation including both computer software and user level documentation. Enhances software to reduce operating time or improve efficiency.

Minimum/General Qualifications

Two years of experience at least one of which must be specialized. Specialized experience includes experience in development within the specific information technology discipline identified as the

technical solution for the system. General experience includes experience in developing code for similar applications or utilization of similar technical platforms.

Education Requirements

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Software Engineering, or other discipline related to Information Technology.

- With seven years of general experience of which at least two years is specialized experience as described in Minimum/General Qualifications, a degree is not required.

Commercial Job Title: GIS Specialist III

Functional Responsibilities

Translates requirements and designs into computer software using commercial Geographic Information Systems (GIS) or remote sensing technology platforms. Tests, debugs, and refines computer software to produce the required product. Prepares required documentation including both computer software and user level documentation. Enhances software to reduce operating time or improve efficiency. May provide technical direction to information technology professionals.

Minimum/General Qualifications

Six years of experience at least four of which must be specialized. Specialized experience includes experience in development within the specific information technology platform identified as the technical solution for the system and extraction of GIS information and attributing information in accordance with client standards and specifications. General experience includes experience in developing code for similar applications or utilization of similar technical platforms.

Education Requirements

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Software Engineering, Geography, Cartography, GIS, or other discipline related to GIS or mapping technology.

- With a Master's Degree four years of general experience of which at least three years is specialized experience is required.
- With a Ph.D. in Computer Science, Information Systems, Software Engineering, Geography, Cartography, GIS, or other discipline related to GIS or Mapping Technology, three years of general experience of which two years is specialized is required.
- With twelve years of general experience of which six is specialized, a degree is not required.

Commercial Job Title: GIS Specialist II

Functional Responsibilities

Translates requirements and designs into computer software using commercial GIS or remote sensing technology platforms. Tests, debugs, and refines computer software to produce the required product. Prepares required documentation including both computer software and user level documentation. Enhances software to reduce operating time or improve efficiency. May provide technical direction to information technology professionals.

Minimum/General Qualifications

Three years of experience at least two of which must be specialized. Specialized experience includes experience in development within the specific information technology platform identified as the technical solution for the system and extraction of GIS information and attributing information in accordance with client standards and specifications. General experience includes experience in developing code for similar applications or utilization of similar technical platforms.

Education Requirements

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Software Engineering, Geography, Cartography, GIS, or other discipline related to GIS or mapping technology.

- With a Master's Degree in Computer Science, Information Systems, Software Engineering, Geography, Cartography, GIS, or other discipline related to GIS or mapping technology, two years of general experience of which at least one year of specialized experience as described in Minimum/General Qualifications above is required.
- With eight years of general experience of which at least four years is specialized experience, a degree is not required.

Commercial Job Title: GIS Specialist I

Functional Responsibilities

Translates requirements and designs into computer software using commercial GIS or remote sensing technology platforms. Tests, debugs, and refines computer software to produce the required product. Prepares required documentation including both computer software and user level documentation. Enhances software to reduce operating time or improve efficiency. May provide technical direction to information technology professionals.

Minimum/General Qualifications

Two years of general experience at least one of which must be specialize. Specialized experience includes experience in development within the specific information technology platform identified as the technical solution for the system and extraction of GIS information and attributing information in accordance with client standards and specifications. General experience includes experience in developing code for similar applications or utilization of similar technical platforms.

Education Requirements

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Software Engineering, Geography, Cartography, GIS, or other discipline related to GIS or Mapping Technology.

- With a Master's Degree in Computer Science, Information Systems, Software Engineering, Geography, Cartography, GIS, or other discipline related to GIS or Mapping Technology, one year of general experience is required.
- With seven years of general experience of which at least four years is specialized experience, a degree is not required.

Commercial Job Title: Subject Matter Expert, Senior

Functional Responsibilities

Perform analytical and subject matter work in support of systems engineering or planning activities. Typical duties will involve assignments similar to those of an IT professional but where a scientific or subject matter expert is needed.

Minimum/General Qualifications

Six years experience in the specific discipline in which the advanced degree has been obtained.

Education Requirements

Minimum Education: Master's degree in Computer Science, Information Systems, Software Engineering, Geography, Cartography, GIS, or other discipline related to the area of expertise to be supported

- With a Ph.D. in Computer Science, Information Systems, Software Engineering, Geography, Cartography, GIS, or other discipline related to the area of expertise to be supported, four years of experience in the discipline related to the area of expertise to be supported is required.
- With a Bachelor's degree in Computer Science, Information Systems, Software Engineering, Geography, Cartography, GIS, or other discipline related to the area of expertise to be supported, eight years of experience in the discipline related to the area of expertise to be supported is required.

Commercial Job Title: Subject Matter Expert, Middle

Functional Responsibilities

Perform analytical and subject matter work in support of systems engineering or planning activities. Typical duties will involve assignments similar to those of an IT professional but where a scientific or subject matter expert is needed.

Minimum/General Qualifications

Six years experience in the specific discipline in which the advanced degree has been obtained.

Education Requirements

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Software Engineering, Geography, Cartography, GIS, or other discipline related to the area of expertise to be supported.

- With a Ph.D. in Computer Science, Information Systems, Software Engineering, Geography, Cartography, GIS, or other discipline related to the area of expertise to be supported, two years of experience in the discipline related to the area of expertise to be supported is required.
- With a Master's Degree in Computer Science, Information Systems, Software Engineering, Geography, Cartography, GIS, or other discipline related to the area of expertise to be supported, three years of experience in the discipline related to the area of expertise to be supported is required.

Commercial Job Title: Subject Matter Expert, Junior

Functional Responsibilities

Perform analytical and subject matter work in support of systems engineering or planning activities. Typical duties will involve assignments similar to those of an IT professional but where a scientific or subject matter expert is needed.

Minimum/General Qualifications

Four years experience in the specific discipline in which the degree has been obtained.

Education Requirements

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Software Engineering, Geography, Cartography, GIS, or other discipline related to the area of expertise to be supported

- With a Master's Degree Computer Science, Information Systems, Software Engineering, Geography, Cartography, GIS, or other discipline related to the area of expertise to be supported, two years of experience in the discipline related to the area of expertise to be supported, is required.

Commercial Job Title: Database Administrator, Senior

Functional Responsibilities

Serves as the administrator of one or more large databases. Creates and documents code changes as needed, administers user rights and accesses, and maintains user catalog. Amends technical and user documentation as needed.

Minimum/General Qualifications

Three years of experience, at least two of which must be specialized. Specialized experience includes identifying new users and providing correct level accesses to databases, deleting or prohibiting user access as directed, and training in the specific database platform employed. General experience includes administration of application, file, and print servers and addition of new databases to a computer network.

Education Requirements

Minimum Education: A Bachelor's degree in Computer Science, Information Systems, Network Engineering, or other discipline related to Information Technology.

- With manufacturer's certifications, five years of specialized experience as described in Minimum/General Qualifications is required.
- With eight years of general experience of which six years is specialized neither a degree nor manufacturer certification is required.

Commercial Job Title: Quality Assurance Manager

Functional Responsibilities

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

Minimum/General Qualifications

Eight years experience, of which at least five years must be specialized. Specialized experience includes configuration management, verification and validation, software testing and integration, software routines and their application to software quality assessment. General experience includes increasing responsibilities in quality assurance, quality control, and team leader responsibilities.

Education Requirements

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, or other discipline related to Software Engineering and Information Technology .

- With a Master's Degree in Computer Science, Information Systems, Engineering, or other discipline related to Software Engineering and Information Technology, six years of general experience of which at least four years must be specialized experience as described in Minimum/General Qualifications above, is required.
- With a PhD in Computer Science, Information Systems, Engineering, or other discipline related to Software Engineering and Information Technology five years of general experience is required of which at least three years must be specialized experience.
- With thirteen years of general experience of which at least eleven years must be specialized experience, a degree is not required.

****Commercial Job Title: Administrative Assistant**

Functional Responsibilities

Provides clerical and administrative support to project personnel including processing of invoicing, personnel and electronic forms, making travel arrangements, maintenance of office calendars, procurement and management of office supplies and office equipment.

Minimum/General Qualifications

Two or more years of applicable college courses and at least two years experience in administrative duties and in the use of office automation software.

Education Requirements

Minimum Education: Associates degree or equivalent college credits.

- With a High School Diploma (or GED) four years of applicable experience is required.

**** Support Category**

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

PREAMBLE

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

COMMITMENT

To actively seek and partner with small businesses.

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

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

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

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

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

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

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

PROGRAM ADMINISTRATOR:

Name: Denice Bracey
Title: Program Administrator
Address: 8401 Arlington Boulevard, Fairfax, VA 22031
Telephone: 703.849.0245
E-Mail: dbracey@dewberry.com
Position: Assoc Vice President

BPA NUMBER _____

(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply Schedule Contract Number(s) _____, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (Ordering Agency):

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

MODEL NUMBER/PART NUMBER	*SPECIAL
BPA DISCOUNT/PRICE	

_____	_____
_____	_____
_____	_____

(2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
-------------	----------------------------

_____	_____
_____	_____
_____	_____

(3) The 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.

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

OFFICE	POINT OF CONTACT
--------	------------------

_____	_____
_____	_____
_____	_____

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

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

(a) Name of Contractor;

(b) Contract Number;

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