



**Authorized Federal Acquisition Service
Information Technology
Schedule Pricelist
FSC Group 70**

**Contract#: GS-35F-4729G
June 12, 2007 - June 11, 2012**

Aquilent, Inc.
1100 West Street
Laurel, MD 20707
Tel: 301-939-1000
Fax: 301-953-2368

www.aquilent.com

Authorized Federal Acquisition Service Information Technology Schedule Pricelist

General Purpose Commercial Information Technology Services

Aquilent, Inc. (Aquilent) is a premier provider of end-to-end e-Government solutions, including client/server systems integration and application development services. In today's digital economy, the Government is faced with the challenge of redefining their business practices, creating new strategies, and building new technology capabilities without the resources or experience to make it happen. Using web-based technology, Aquilent helps Government agencies transform themselves for the new Internet economy. Aquilent solutions streamline government, reduce costs and improve efficiencies.

Special Item No. 132-51 Information Technology Professional Services

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.



SIN 132-51 - INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES

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 D311	IT Data Conversion Services
FPDS Code D316	IT Network Management Services
FPDS Code D399	Other Information Technology Services, Not Elsewhere Classified



Aquilent, Inc.
1100 West Street
Laurel, Maryland 20707
301-939-1000
301-953-2368 Fax
www.aquilent.com

Contract Number: GS-35F-4729G

Period Covered by Contract: June 12, 2007 to June 11, 2012

General Services Administration Federal Acquisition Service

Pricelist current through Modification #PO- 0023, dated November 19, 2009

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



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Information For Ordering Activities Applicable to All Special Item Numbers

Aquilent, Inc. 1100 West Street Laurel, MD 20707	Phone: 301-939-1000
	Fax: 301-953-2368

SPECIAL NOTICE TO AGENCIES: Small Business Participation

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

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

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, and women-owned small businesses among those considered when selecting pricelists for a best value determination.

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

1. GEOGRAPHIC SCOPE OF CONTRACT

The geographic scope of this contract is the 48 contiguous states, the District of Columbia, Alaska, Hawaii, Puerto Rico, and U.S Territories.

2. AQUILENT'S ORDERING ADDRESS AND PAYMENT INFORMATION

Ordering Address:

Aquilent, Inc.
1100 West Street
Laurel, Maryland 20707
Tel: 301-939-1000
Fax: 301-953-9021
ATTN: David G. Fout

Payment Information:

Aquilent, Inc.
1100 West Street
Laurel, Maryland 20707

Contractors are required to accept credit cards for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Credit cards will be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice. The following telephone number can be used by ordering activities to obtain technical and/or ordering assistance: 301-939-1242 (Contracts).

3. LIABILITY FOR INJURY OR DAMAGE

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

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

Block 9: G. Order/Modification Under Federal Schedule
Block 16: Data Universal Numbering System (DUNS): #103402272
Block 30C: Large Business
Block 31: Women-Owned Small Business: NO
Block 36: Contractor's Taxpayer Identification Number (TIN): 52-116-5246

4a. CAGE Code: 3U871

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

5. FOB DESTINATION

Prices cover delivery to destinations located within the 48 contiguous States and the District of Columbia, Alaska, Hawaii, and Puerto Rico.

6. DELIVERY SCHEDULE

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

<u>SPECIAL ITEM NUMBER</u>	<u>DELIVERY TIME (Days ARO)</u>
132-51	As agreed to, between Contractor and Ordering Activity.

b. URGENT REQUIREMENTS

When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering activity, ordering activities are encouraged, if time permits, to contact the Contractor for the 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 activity, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

7. DISCOUNTS Prices shown are NET prices; Basic Discounts have been deducted.

Prompt Payment:	Net 30 days
Quantity:	None.
Dollar Volume	See pricing pages, additional discounts available on some products for orders above \$500,000
Government Educational Institutions:	Government Educational Institutions are offered the same discounts as all other Government customers.
Other:	None.

8. TRADE AGREEMENTS ACT OF 1979, AS AMENDED

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

9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING

Not offered under the scope of this contract.

10. SMALL REQUIREMENTS

The minimum dollar value of orders to be issued by special item number is: \$100.00

11. MAXIMUM ORDER

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

Special Item No. 132-51: \$500,000

Please Note: Orders may exceed the Maximum Order Threshold.

12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS

[NOTE: Special ordering procedures have been established for Special Item Numbers (SINs) 132-51 IT Professional Services and 132-52 EC Services; refer to the terms and conditions for those SINs.]

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

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

13. FEDERAL INFORMATION TECHNOLOGY / TELECOMMUNICATION STANDARD REQUIREMENTS

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

13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATION (FIPS PUBS):

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

13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS): Telecommunication products under this schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards 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 Acquisition Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, D.C. 20407, telephone number 202-619-8925. Please include self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number 301-975-2833.

14. CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2001)

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

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

NOTE: Refer to FAR Part 31.205-46 Travel Costs, for allowable costs that pertain to official company business travel in regards to this contract.

(c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.

(d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.

(e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.

(f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.

(g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.

(h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.

(i) Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.

(j) Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.

15. CONTRACT ADMINISTRATION FOR ORDERING OFFICES

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

16. GSA Advantage!

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

- 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/>

17. PURCHASE OF OPEN MARKET ITEMS

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. ODCs (Other Direct Costs) are not part of this contract and should be treated as open market purchases. Ordering Activities procuring open market items must follow FAR 8.402(f).

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

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

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

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

19. OVERSEAS ACTIVITIES

The terms and conditions of this contract shall apply to all orders for installation, maintenance and repair of equipment in areas listed in the pricelist outside the 48 contiguous states and the District of Columbia, except as indicated below:

No Exceptions

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

20. BLANKET PURCHASE AGREEMENTS (BPAs)

The use of BPAs under any schedule contract to fill repetitive needs for supplies or services is allowable. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPA and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). Ordering activities shall follow FAR 8.405-3 when creating and implementing BPA(s).

See the suggested BPA format contained in Appendix A: Best Value Blanket Purchase Agreement, and Appendix B, Aquilent Blanket Purchase Agreement, for customers to consider when using this purchasing tool.

21. CONTRACTOR TEAM ARRANGEMENTS

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

22. INSTALLATION, DEINSTALLATION, REINSTALLATION

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

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 132-8.

23. SECTION 508 COMPLIANCE.

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

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

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.

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

(a) A copy of the authorization from the Agency with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and

(b) The following statement:

This order is placed under written authorization from _____ dated _____. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

25. INSURANCE—WORK ON A GOVERNMENT INSTALLATION (JAN 1997)(FAR 52.228-5)

(a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.

(b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—

(1) For such period as the laws of the State in which this contract is to be performed prescribe; or

(2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.

(c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

26. SOFTWARE INTEROPERABILITY.

Offerors are encouraged to identify within their software items any component interfaces that support open standard interoperability. An item's interface may be identified as interoperable on the basis of participation in a Government agency-sponsored program or in an independent organization program. Interfaces may be identified by reference to an interface registered in the component registry located at <http://www.core.gov>.

27. ADVANCE PAYMENTS

A payment under this contract to provide a service or deliver an article for the United States Government may not be more than the value of the service already provided or the article already delivered. Advance or pre-payment is not authorized or allowed under this contract. (31 U.S.C. 3324)

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

1. SCOPE

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

2. PERFORMANCE INCENTIVES

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

3. ORDER

- a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 (Deviation – May 2003) Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.
- b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

4. PERFORMANCE OF SERVICES

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
- c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
- d. Any Contractor travel required in the performance of IT/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.

5. STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)

- (a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-
- (1) Cancel the stop-work order; or
 - (2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.
- (b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-
- (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
 - (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.
- (c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.
- (d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

6. INSPECTION OF SERVICES

The Inspection of Services–Fixed Price (AUG 1996) (Deviation – May 2003) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection–Time-and-Materials and Labor-Hour (JAN 1986) (Deviation – May 2003) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

7. RESPONSIBILITIES OF THE CONTRACTOR

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Deviation – May 2003) Rights in Data – General, may apply.

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite IT/EC Services.

9. INDEPENDENT CONTRACTOR

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

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions

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

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

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

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

11 INVOICES

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

12. PAYMENTS

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition. As prescribed in 16.601(e)(3), insert the following provision:

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

b. The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—

(1) The offeror;

(2) Subcontractors; and/or

(3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

13. RESUMES

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

14. INCIDENTAL SUPPORT COSTS

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

15. APPROVAL OF SUBCONTRACTS

The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

16. DESCRIPTION OF IT/EC SERVICES AND PRICING

A description of the IT Professional Services under SIN 132-51 and applicable pricing is included in the following pricing pages.

SIN 132-51 - Information Technology Services Price List

Aquilent's Services Price List is presented below. Following this price list, are detailed descriptions of the services offered. The minimum experience/education and functional responsibility for each service is provided to ensure that the Aquilent employee's skills match the requirements of the delivery order.

Category	Labor Category	GSA
Number	Description	Rates
Business Assessment		
B1	Business Analyst 1	\$121.50
B2	Business Analyst 2	\$142.89
B3	Business Analyst 3	\$158.10
B4	Business Analyst 4	\$191.95
Creative Design		
CD1	Graphics Designer	\$95.00
C1	Creative 1	\$108.65
C2	Creative 2	\$118.62
C3	Creative 3	\$144.50
C3 – SR	Creative 3 – Senior	\$162.00
C4	Creative 4	\$188.72
C5	Executive Creative Director	\$210.29
Clerical/Administrative		
ADM	Clerical/Administrative Assistant*	\$70.63
* May not be purchased separately		



Systems Administration		<u>GSA Rates</u>
E1	System Administrator 1	\$76.57
E2	System Administrator 2	\$84.66
E3	System Administrator 3	\$98.14
E4	Senior Systems Administrator	\$112.15
E5	Systems Programmer	\$126.00
Systems Engineering Support		
H1	Systems Engineer	\$129.41
H2	Senior Systems Engineer	\$141.81
Network/Security Engineering Support		
N – SA	Security Analyst	\$125.00
N1	Network/Security Engineer	\$130.49
NSSA	Senior Security Analyst	\$145.00
N2	Senior Network/Security Engineer	\$167.15
Software Engineering Support		
S1	Programmer/Analyst	\$77.10
S2	Associate Software Engineer	\$85.39
S3	Software Engineer	\$111.62
S4	Senior Software Engineer	\$124.83
S4 – SR	Principal Software Engineer	\$141.75
S5	Systems Architect	\$154.21
S6	Senior Systems Architect	\$163.92
S6-PRIN	Principal Systems Architect	\$173.00
S7	Chief Engineer	\$183.33

Test/QA Engineering Support		<u>GSA Rates</u>
T1	Test Engineer	\$65.78
T2	QA Engineer	\$78.72
T3	Senior QA Engineer	\$98.40
T4	Lead QA Engineer	\$117.00
T5	Chief QA Engineer	\$129.00
Project Management Support		
M1	Project Manager	\$133.72
M2	Senior Project Manager	\$153.14
M3-PRIN	Technical Director/Principal Project Manager	\$165.00
M3-Prog	Program Manager	\$185.00
M3	Senior Program Manager	\$221.07
Domain Expert		
D1	Domain Expert	\$226.46
Subject Matter Expert		
SME	Subject Matter Expert	\$226.46
Human Factors Engineer		
F2	Senior Human Factors Engineer	\$118.62
F2 – UE	Usability Engineer	\$135.00
F3	Principal Human Factors Engineer	\$145.58

Aquilent’s contract award is fully executed as a “Non-personal Services Contract” (FAR 37.101). Labor categories that are classified as support type positions will be utilized only in support of this Professional Information Technology services contract.

Description of Service Offerings Under SIN 132-51

Introduction

Aquilent has defined descriptions for all applied technical employees. These descriptions are used for: to provide guidelines for establishing an employee's responsibilities based on amount and type of previous experience.

Definition of Terms

Bachelor Degree:	A Bachelor of Science or a Bachelor of Arts degree from an accredited college.
Related Experience:	Prior work experience in the same field as currently applied.
Related Major:	<p>A major concentration of courses directly related to the type of work to be performed by an individual in a specific position. For a position in software development, the following majors are considered related:</p> <ul style="list-style-type: none">- Computer Science- Electrical Engineering- Mathematics- Physics <p>Any other technical degree, so long as a substantial number of credits were obtained in the above-named academic disciplines, may also be considered.</p>
Software Program:	An executable collection of subroutines.
Software Subsystem:	A major component of a software system, comprising several computer programs that interface with one another or the outside world.
Software System:	A collection of computer programs or software subsystems that comprise a working, standalone software solution to a customer's needs.
Unrelated Experience:	Previous work experience not directly related to the work requirements of a specific position.

Title: Business Analyst I (B1)

Minimum General Experience:

2 years of professional experience in an information technology/information management or related field

OR

3 years of professional experience in an information technology/information management or related field

OR

4 years of professional experience in an information technology/information management or related field

Minimum Education:

A related Bachelor's Degree

An unrelated Bachelor's Degree

No Degree Required

Additional Experience:

Requires 4 or more years of professional experience without a degree. Incumbents are considered to be junior level professionals. The labor group additionally encompasses junior level staff involved in performing information technology program type administrative functions for the project.

Functional Responsibility:

Work involves technical, engineering, design, architectural, maintenance or other tasking related to the information technology project being performed. May provide inputs to program management staff or framework. The Business Analyst I primary responsibilities include:

- Understands information flows and process architecture necessary for implementation of information technology business solutions.
- Defines business processes and business requirements related to enable information technology solutions.
- Identifies and documents functional requirements for business architecture design with use cases and other techniques.
- Documents an organization's current business process flows and recommends improvements for implementation through an information technology solution.
- Develops project documentation and user training materials according to program specifications.
- Conducts implemented solution training sessions for users and other information technology representatives.
- Prepares communications plans.
- Helps software development teams interpret requirements.

Job Title: Business Analyst II (B2)

Minimum General Experience:	4 years of professional experience in an information technology/information management or related field	OR	6 years of professional experience in an information technology/information management or related field	OR	8 years of professional experience in an information technology/information management or related field
Minimum Education:	A related Bachelor's Degree		An unrelated Bachelor's Degree		No Degree Required
Additional Experience:	Requires 8 or more years of professional experience without a degree. Incumbents are considered to be senior professionals. The labor group additionally encompasses full journey person level staff involved in performing information technology program type administrative functions for the project.				
Functional Responsibility:	<p>Work involves technical, engineering, design, architectural, maintenance or other tasking related to the information technology project being performed. May provide inputs to program management staff or framework. The Business Analyst II primary responsibilities include:</p> <ul style="list-style-type: none"> • Understands information flows and process architecture necessary for implementation of information technology business solutions. • Defines business processes and business requirements related to enable information technology solutions. • Identifies and documents functional requirements for business architecture design with use cases and other techniques. • Documents an organization's current business process flows and recommends improvements for implementation through an information technology solution. • Develops project documentation and user training materials according to program specifications. • Conducts implemented solution training sessions for users and other information technology representatives. • Prepares communications plans. • Helps software development teams interpret requirements. 				

Job Title: Business Analyst III (B3)

Minimum General Experience:	6 year of professional experience in an information technology/information management or related field	OR	8 year of professional experience in an information technology/information management or related field	OR	10 years of professional experience in an information technology/information management or related field
Minimum Education:	A related Bachelor's Degree		An unrelated Bachelor's Degree		No Degree Required
Additional Experience:	Incumbents are considered to be senior professionals. The labor group additionally encompasses full journey person level staff involved in performing program administrative functions for the project				

Functional Responsibility: Work involves technical, engineering, design, architectural, maintenance, or other tasking related to the information technology project being performed. May provide inputs to program management staff or framework. The Business Analyst III primary responsibilities include:

- Has strong understanding of information flows and process architecture necessary for implementation of information technology business solutions.
- Defines and reviews business processes and business requirements to enable information technology solutions.
- Identifies, documents, and reviews functional requirements for business architecture design with use cases and other techniques.
- Documents and reviews an organization's current business process flows and recommends improvements for implementation through an information technology solution.
- Develops and reviews project documentation and user training materials according to program specifications.
- Conducts implemented solution training sessions for users and other information technology representatives.
- Prepares communication plans.
- Helps software development teams interpret requirements.
- Develops and executes change management plans.

Job Title: Business Analyst IV (B4)

Minimum General Experience:	6 years of professional experience in an information technology/information management or related field	OR	9 years of professional experience in an information technology/information management or related field	OR	12 years of professional experience in an information technology/information management or related field
Minimum Education:	A related Bachelor's Degree		An unrelated Bachelor's Degree		No Degree Required
Additional Experience:	Experience with supervisory or coordinative program management support activity. Typically includes high-level responsibility for providing quality deliverables. Incumbents are considered to be senior-level professionals				
Functional Responsibility:	<p>Work involves complex technical, engineering, design, architectural, maintenance, business modeling, or similar areas related to the information technology project being performed. Typically includes high-level responsibility for providing quality deliverables.</p> <p>Primary responsibilities include:</p> <ul style="list-style-type: none"> • Has strong understanding of information flows and process architecture necessary for implementation of information technology business solutions. • Collaborates with information technology project sponsors and other stakeholders to define organizational goals and strategies for achieving them. Coordinates an organization's strategic planning process. Develops strategic plans. • Uses information technology (hardware and software) and related tools to plan, prepare, and execute tasks. • Helps align project deliverables with stakeholder organizational goals. • Develops, reviews, and executes change management plans. • Coordinates financial and strategic analyses. Assesses current and planned initiatives. Completes business cases. Collects data to support build-buy decisions. • Conducts competitive analyses and industry benchmarking. Conducts market and customer research. Develops product-marketing strategies. • Reviews business process models, business requirements, functional requirements, training materials, and communication plans related to information technology solutions. • Helps software development teams interpret requirements. 				

1. C1 – Creative 1

Title: Graphics Designer (CD1)

Minimum General Experience:	2 years of directly related professional experience	OR	4 years of directly related professional experience	OR	6 years of directly related professional experience
Minimum Education:	A related Bachelor's Degree		An unrelated Bachelor's Degree		No Degree Required

Additional Experience: Incumbents are considered to be junior level professionals. The labor group additionally encompasses staff performing program administrative (non-clerical) functions for the project

- Functional Responsibility:** Designs and develops websites using standard website technology (e.g., HTML, Javascript, CSS, etc.)
- Experience in User Centered Design principals
 - Develops style sheets
 - Develops website prototypes and websites with direction from manager
 - Knowledge of typology and color theory

Job Title: Creative I (C1)

<p>Minimum General Experience:</p> <p>Minimum Education:</p>	<p>4 years of professional experience in an information technology/information management or related field</p> <p>A related Bachelor's Degree</p>	<p>OR</p>	<p>6 years of professional experience in an information technology/information management or related field</p> <p>An unrelated Bachelor's Degree</p>	<p>OR</p>	<p>8 years of professional experience in an information technology/information management or related field</p> <p>No Degree Required</p>
<p>Additional Experience:</p>	<p>The labor group additionally encompasses staff involved in performing program administrative functions for the information technology project.</p>				

Functional Responsibility: Work involves technical, engineering, design, architectural, maintenance, or other tasking related to the information technology project being performed. May provide inputs to program management staff or framework. Typically produces deliverables. Works with more senior information technology creative professionals to develop content, documentation, information architectures, and visual designs as they directly relate to computer systems, internet and web design, user interfaces, and similar Information Technologies and function. Develops graphics for state-of-the-art computer architectures

The Creative 1's primary responsibilities include:

- Understanding the customer's creative requirements and information technology project-specific style guidelines and methods, means, and practices for transforming requirements into automated systems solutions.
- Analysis of existing system content, information architectures, and visual designs under the guidance of senior level professionals.
- Assistance with development of information architectures, visual and information designs, and content creation.
- Helps maintain and enhance existing content, visual, and information structures.
- Assistance with wireframe and site map development.
- Review of wireframes (pagemaps), exploration of design concepts, selection of stock images, and creation of visual designs.
- Assistance with copy development for websites, applications, graphical user interfaces, GUIs and other interactive media.
- Assistance with the development of information technology project documentation, style guides, and user training materials.

Job Title: Creative II (C2)

Minimum General Experience:	5 years of professional experience in an information technology/information management or related field	OR	7 years of professional experience in an information technology/information management or related field	9 years of professional experience in an information technology/information management or related field
Minimum Education:	A related Bachelor's Degree		An unrelated Bachelor's Degree	No Degree Required
Additional Experience:	Incumbents are considered to be mid-level professionals. The labor group additionally encompasses staff performing program administrative (non-clerical) functions for the project			

Functional Responsibility: Work involves technical, engineering, design, architectural, maintenance, or other tasking related to the information technology project being performed. May provide inputs to program management staff or framework. Typically produces deliverables. Works with information architects, art directors, or writing leads to develop web-related copy, information architectures, and visual designs.

Primary responsibilities include:

- Understanding from an information technology perspective the customer's creative requirements and IT project-specific style guidelines.
- Analysis of existing system content, information architectures, and visual designs.
- Development of deliverables.
- Organization of information, visual and information design, content creation, and related team and customer reviews.
- Maintenance and enhancement of existing content, visuals, and information structures.
- Development, review, and presentation of wireframes and site maps that define information architecture for project stakeholders and web development staff.
- Review of wireframes (pagemaps), exploration of design concepts, selection of stock images, and creation of visual designs.
- Development of copy for websites, applications, and other interactive media.
- Development of multimedia presentations, animation, and visual designs for print media.
- Development of project documentation, style guides, and user training materials.

Job Title: Creative III (C3)

<p>Minimum General Experience:</p>	<p>6 years of professional experience in an information technology/information management or related field</p>	<p>OR</p>	<p>8 years of professional experience in an information technology/information management or related field</p>	<p>OR</p>	<p>10 years of professional experience in an information technology/information management or related field</p>
<p>Minimum Education:</p>	<p>A related Bachelor's Degree</p>		<p>An unrelated Bachelor's Degree</p>		<p>No Degree Required</p>
<p>Additional Experience:</p>	<p>Incumbents are considered to be full journey person professionals. The labor group additionally encompasses senior (full journey person level) staff involved in performing program administrative (non-clerical) functions for the project.</p>				

Functional Responsibility: Work involves creative design, information architecture, or writing and other tasking related to the information technology project being performed. May provide inputs to program management staff or framework. Typically produces deliverables. Works with the Executive Creative Director and director-level creative professionals to develop copy, documentation, information architectures, and visual designs.

Primary responsibilities include:

- Understanding from an information technology perspective the customer's creative requirements and IT project-specific style guidelines.
- Analysis of existing system content, information architectures, and visual designs.
- Development and review of deliverables with guidance of their Director.
- Organization of information, visual and information design, content creation, and related team and customer reviews.
- Maintenance and enhancement of existing content, visuals, and information structures.
- Development, review, and presentation of wireframes and site maps that define information architecture for project stakeholders and web development staff.
- Review of wireframes (pagemaps), exploration of design concepts, selection of stock images, and creation of visual designs.
- Development of copy for websites, applications, and other interactive media.
- Development of information technology project documentation, style guides and user training materials.
- Development of multimedia presentations, animation, and visual designs for print media.

Job Title: Senior Creative 3 (C3 SR)

<p>Minimum General Experience:</p>	<p>6 years of professional experience in an information technology/information management or related field</p>	<p>OR</p>	<p>8 years of professional experience in an information technology/information management or related field</p>	<p>OR</p>	<p>10 years of professional experience in an information technology/information management or related field</p>
<p>Minimum Education:</p>	<p>A related Bachelor’s Degree</p>		<p>An unrelated Bachelor’s Degree</p>		<p>No Degree Required</p>

Additional Experience: Minimum of 1 year of experience with supervisory or coordinative information technology projects. Incumbents are considered to be full journey person professionals. The labor group additionally encompasses senior (full journey person level) staff involved in performing program administrative (non-clerical) functions for the project.

Functional Responsibility: Work involves complex creative design, information architecture, or writing and other tasking related to the information technology project being performed. May provide inputs to program management staff or framework. Typically produces deliverables. Works with the Executive Creative Director or Program Management to produce and lead creative professionals to develop copy, documentation, information architectures, and visual designs.

Primary responsibilities include:

- Understanding and execution, from an information technology perspective, the customer’s creative requirements and IT project-specific style guidelines.
- Analysis of existing system content, information architectures, and visual designs.
- Development and review of deliverables with guidance of their Director.
- Responsibility and organization of information, visual and information design, content creation, and related team and customer reviews.
- Oversight of maintenance and enhancement of existing content, visuals, and information structures.
- Development, review, and presentation of wireframes and site maps that define information architecture for project stakeholders and web development staff.
- Review of wireframes (pagemaps), exploration of design concepts, selection of stock images, and creation of visual designs.
- Development and/or oversight of copy for websites, applications, and other interactive media.
- Development and/or oversight of information technology project documentation, style guides and user training materials.
- Development and/or of multimedia presentations, animation, and visual designs for print media.

Job Title: Creative IV (C4)

Minimum General Experience:	6 years of professional experience in an information technology/information management or related field	OR	9 years of professional experience in an information technology/information management or related field	OR	12 years of professional experience in an information technology/information management or related field
Minimum Education:	A related Bachelor's Degree		An unrelated Bachelor's Degree		No Degree Required
Additional Experience:	Experience with supervisory or coordinative information technology program management support activity. Typically includes high-level responsibility for providing quality visual design, information architecture, or writing deliverables. Incumbents are considered to be senior-level professionals				
Functional Responsibility:	<p>Work involves the most complex information architecture, writing and content development, visual design, information design, multimedia development, print media development, graphical maintenance, or other tasking related to the information technology project being performed. Includes art direction of visual designers and guidance of information architects and writers. Primary responsibilities include:</p> <ul style="list-style-type: none"> • Creative strategy, information architecture, or copy and content development as they relate to information technology projects. • Leadership of visual design, information architecture, or writing teams. • Alignment of deliverables with overall user experience strategies (e.g., information architecture, copy and content, application user interface, web presence look-and-feel, creative elements of print media, interactive multimedia, etc.) as defined by the Executive Creative Director. • Oversight of graphic production and brand implementation. • Oversight of multimedia development and print media development. • Implementation of a web presentation layer that effectively and appropriately communicates and fulfills goals of the customer's target audience through the information technology project being implemented. • Development, review, and presentation of deliverables with project stakeholders, web development staff, and the customer. • Development of project documentation, style guides, and user training materials. • Identification of creative requirements for business architecture design. • Validation of creative requirements based on customer desires. • Development and implementation of style guides. 				

Job Title: Executive Creative Director (C5)

Minimum General Experience:	8 years of professional experience in an information technology/information management or related field	OR	10 years of professional experience in an information technology/information management or related field	OR	15 years of professional experience in an information technology/information management or related field
Minimum Education:	A related Bachelor's Degree		An unrelated Bachelor's Degree		No Degree Required
Additional Experience:	Experience with supervisory or coordinative information technology program management support activity. Typically includes responsibility for providing high-quality visual design deliverables. Incumbents are considered to be senior-level professionals				

Functional Responsibility: Work involves the most complex visual design, information design, multimedia development, print media development, graphical maintenance, or other tasking related to the information technology project being performed. Typically includes high-level responsibility for guiding, reviewing and providing high quality visual design deliverables.

Primary responsibilities include:

- Develops creative visual design strategies for information technology project implementations.
- Helps define and guide synchronization of communication channels across print, web, and multimedia.
- Establishes and maintains the vision of the overall user experience across all creative disciplines (i.e., information architecture, visual design, and writing).
- Orchestrates creative planning oversight for multi-disciplinary and multi-location projects.
- Elicits creative requirements based on customer desires.
- Identifies, documents, and reviews creative requirements for business architecture design.
- Presents high-level creative strategies and visual design deliverables to lead clients.



Job Title: Clerical/Administrative Assistant (ADM)

Minimum General Experience:	6 months of experience in a related industry	OR	None
Minimum Education:	High School Degree		Certification of Administrative Training
Additional Experience:	None		

Functional Responsibility: Incumbent performs non-technical administrative and secretarial type of work to support the project. Incumbents would most likely be classified as non-exempt employees under Department of Labor (DOL) employment guidelines and criteria and therefore may be subject to the requirements of the Services Contract Act (SCA).

- Perform administrative tasks on an as-needed basis
- General knowledge in the use of standard office equipment and software applications
- Helps prepare and send deliverables to customer

Job Title: Systems Administrator I (E1)

Minimum General Experience:	1 year of professional experience in a related field	OR	2 years of professional experience in a related field	OR	4 years of professional experience in a related field
Minimum Education:	Bachelor's Degree in a related major		Bachelor's Degree in an unrelated major		No degree requirement

Functional Responsibility: The System Administrator I is a reliable individual who is generally well-versed in basic administration concepts and the rudiments of operating systems, but who is not yet trained or experienced in full system-level maintenance.

- Primary responsibilities include:
- Support the generation of formal system and network documentation.
 - Conduct well-defined system administration tasks.
 - Configure of hardware systems.
 - Software installation and configuration.
 - Provide support to system end users.
 - Track action items and resolutions.
 - Attend customer status reviews.

Job Title: Systems Administrator II (E2)

Minimum General Experience:	2 years of professional experience in a related field	OR	4 years of professional experience in a related field	OR	6 years of professional experience in a related field
Minimum Education:	Bachelor's Degree in a related major		Bachelor's Degree in an unrelated major		No degree requirement

Functional Responsibility: The System Administrator II is a reliable individuals who is generally well-versed in day-to-day system administration concepts and is well trained and experienced in all areas of system-level support and maintenance.

Primary responsibilities include:

- Support the generation of formal system and network documentation.
- Conduct well-defined system administration tasks.
- Configuration of hardware systems.
- Configuration of network operating system software.
- Installation and configuration of unbundled and third-party software.
- Track action items and resolutions.
- Attend customer status reviews

Job Title: Systems Administrator III (E3)

Minimum General Experience:	3 years of professional experience in a related field	OR	5 years of professional experience in a related field	OR	6 years of professional experience in a related field
Minimum Education:	Bachelor's Degree in a related major		Bachelor's Degree in an unrelated major		No degree requirement

Functional Responsibility:

The System Administrator III has technical responsibility for a small system support project. These projects may range in size from 2 - 4 person-years of effort, where the staffing does not exceed two full time personnel. Additionally, the System Administrator III supports the Aquilent Practice Area Leader (PAL). Primary responsibilities include:

- Support Business Area Leader in meeting with customer to determine project requirements.
- Provide full-range of system installation, configuration, and maintenance support.
- Keep the customer and Aquilent management informed of project status on a regular basis.
- Support the generation of formal system and network documentation.
- Conduct well-defined system administration tasks.
- Configuration of hardware systems.
- Configuration of software applications, including third-party.
- Configuration of network operating system software.
- Installation and configuration of unbundled and third-party software.
- Track action items and resolutions.
- Attend customer status reviews.

Job Title: Senior Systems Administrator (E4)

Minimum General Experience:	6 years of professional experience in a related field	OR	9 years of professional experience in a related field	OR	12 years of professional experience in a related field
Minimum Education:	a Bachelor's Degree or higher in a related major		a Bachelor's Degree or higher in an unrelated major		No degree requirement

Additional Experience: A minimum of two years on a project leading two or more individuals

Functional Responsibility: The Senior Systems Administrator has technical responsibility for a small-to-medium Aquilent system support project. These projects may range in size from a few person-months of effort to 2 person-years of effort, where the staffing does not exceed two full time personnel. On five-person projects, the Senior Systems Administrator typically has both technical and project leadership responsibilities, but will begin to rely on other team members to play a significant role in the technical aspects. Primary responsibilities include:

- Support Business Area Leader in meeting with customer to determine project requirements.
- Provide full-range of system installation, configuration, and maintenance support.
- Keep the customer and Aquilent management informed of project status on a regular basis.

Job Title: Systems Programmer (E5)

Minimum General Experience:	8 years of professional experience in a related field	OR	10 years of professional experience in a related field	OR	12 years of professional experience in a related field
Minimum Education:	a Bachelor's Degree or higher in a related major		a Bachelor's Degree or higher in an unrelated major		No Degree Required

Additional Experience: A minimum of two years on a project leading two or more individuals

Functional Responsibility: The Systems Programmer has technical responsibility for a small-to-medium Aquilent system support project. These projects may range in size from a few person-months of effort to 2 person-years of effort, where the staffing does not exceed two full time personnel. On five-person projects, the Systems Programmer typically has both technical and project leadership responsibilities, but will begin to rely on other team members to play a significant role in the technical aspects. Primary responsibilities include:

- Support Business Area Leader in meeting with customer to determine project requirements.
- Provide full-range of system installation, configuration, and maintenance support.
- Create and/or maintain operating systems, communications software, database packages, compilers, assemblers, and utility programs.
- Modify existing software and create special purpose software to ensure efficiency and integrity between systems and applications.
- Keep the customer and Aquilent management informed of project status on a regular basis.

Job Title: Systems Engineer (H1)

Minimum General Experience:

7 years of professional experience in a related field

OR

8 years of professional experience in a related field

OR

12 years of professional experience in a related field

Minimum Education:

a Bachelor's Degree or higher in a related major

a Bachelor's Degree or higher in an unrelated major

No degree requirement

Functional Responsibility:

The primary responsibilities of a Systems Engineer include:

- Lead the requirements analysis, conceptual design, and staged implementation of subsystems.
- Provide technical leadership of up to 4 individuals.
- Approve design documentation.
- Generate system-level documents.
- Generate the development of System Operation Procedures documents.
- Generate customer design review materials and present at customer design reviews

Job Title: Senior Systems Engineer (H2)

Minimum General Experience:	8 years of professional experience in a related field		10 years of professional experience in a related field		15 years of professional experience in a related field
Minimum Education:	a Bachelor's Degree or higher in a related major	OR	a Bachelor's Degree or higher in an unrelated major	OR	No degree requirement

- Functional Responsibility:** The primary responsibilities of a Senior Systems Engineer include:
- Lead the requirements analysis, conceptual design, and staged implementation of systems.
 - Provide technical leadership of up to 6 individuals.
 - Approve design documentation.
 - Lead integration efforts of a system.
 - Generate system-level documents.
 - Design and implement disaster recovery plans.
 - Conduct high availability assessments.
 - Lead the development of System Operational Procedures documents.
 - Generate customer design review materials and present at customer design reviews.

Job Title: Security Analyst (N-SA)

Minimum General Experience:	6 years of professional experience in an information technology/information management or related field	OR	9 years of professional experience in an information technology/information management or related field	OR	12 years of professional experience in an information technology/information management or related field
Minimum Education:	A related Bachelor's Degree		An unrelated Bachelor's Degree		No Degree Required

Additional Experience: Incumbents are considered to be senior professionals. The labor group additionally encompasses full journey person level staff involved in performing information technology program type administrative functions for the project.

Functional Responsibility: Work involves complex technical, engineering, design, architectural, maintenance, business modeling, or similar areas related to the information technology project being performed. Typically includes high-level responsibility for providing quality deliverables.

Primary responsibilities include:

- Has strong understanding of information flows and process architecture necessary for implementation of information technology business solutions.
- Uses information technology (hardware and software) and related tools to plan, prepare, and execute tasks.
- Preparation and review of System Development Lifecycle Documents
- Knowledge of IT Governance requirements and documentation
- Understanding of Risk Mitigation strategies
- Knowledge of encryption and decryption capabilities

Job Title: Network / Security Engineer (N1)

Minimum General Experience:

7 years of professional experience in a related field

OR

8 years of professional experience in a related field

OR

12 years of professional experience in a related field

Minimum Education:

a Bachelor's Degree or higher in a related major

a Bachelor's Degree or higher in an unrelated major

No degree requirement

Functional Responsibility:

The primary responsibilities of a Network/Security Engineer include:

- Lead the requirements analysis, conceptual design, and staged implementation of subsystems.
- Provide technical leadership of up to 4 individuals.
- Lead network and/or security design architectures and procedure developments.
- Implement network infrastructures.
- Conduct security audits.
- Implement security policy and procedures.
- Approve design documentation.
- Generate system-level documents.
- Support the development of System Operation Procedures documents.
- Generate customer design review materials and present at customer design reviews.

Job Title: Senior Security Analyst (NSSA)

Minimum General Experience:	8 years of professional experience in a related field	OR	10 years of professional experience in a related field	OR	15 years of professional experience in a related field
Minimum Education:	a Bachelor's Degree or higher in a related major	OR	a Bachelor's Degree or higher in an unrelated major	OR	No Degree Required

Additional Responsibility

Incumbents are considered to be senior professionals.

Functional Responsibility:

Work involves complex technical, engineering, design, architectural, maintenance, business modeling, or similar areas related to the information technology project being performed. Typically includes high-level responsibility for providing quality deliverables.

Primary responsibilities include:

- Has strong understanding of information flows and process architecture necessary for implementation of information technology business solutions.
- Uses information technology (hardware and software) and related tools to plan, prepare, and execute tasks.
- Preparation and review of System Development Lifecycle Documents
- Knowledge of IT Governance requirements and documentation
- Understanding of Risk Mitigation strategies
- Knowledge of encryption and decryption capabilities

Job Title: Senior Network / Security Engineer (N2)

Minimum General Experience:

8 years of professional experience in a related field

OR

10 years of professional experience in a related field

OR

15 years of professional experience in a related field

Minimum Education:

a Bachelor's Degree or higher in a related major

a Bachelor's Degree or higher in an unrelated major

No degree requirement

Functional Responsibility:

The primary responsibilities of a Senior Network/Security Engineer include:

- Lead the requirements analysis, conceptual design, and staged implementation of systems.
- Provide technical leadership of up to 6 individuals.
- Approve design documentation.
- Lead integration efforts of a system.
- Generate system-level documents.
- Lead the development of System Operational Procedures documents.
- Generate customer design review materials and present at customer design reviews.

Job Title: Programmer/Analyst (S1)

Minimum General Experience:	3 months of professional experience in a related field	OR	1 year of professional experience in a related field	OR	2 years of professional experience in a related field
Minimum Education:	a Bachelor's Degree in a related major	OR	a Bachelor's Degree in an unrelated major	OR	No degree requirement

Functional Responsibility: The Programmer/Analyst position is designed as an early career step for reliable individuals who are generally well versed in basic data processing concepts and the rudiments of programming, but who are not yet trained or experienced in system-level development. Primary responsibilities include:

- Support the generation of formal design documentation.
- Code, test and debug subroutines.
- Conduct well-defined testing of software programs.
- Configuration control of developmental and operational software.
- Track project action items.
- Track design issues and resolutions.
- Attend customer design reviews.

Job Title: Associate Software Engineer (S2)

Minimum General Experience:	1 year of professional experience in a related field		3 years of professional experience in a related field		4 years of professional experience in a related field
Minimum Education:	A Bachelor's Degree or higher in a related major	OR	A Bachelor's Degree or higher in an unrelated major	OR	No degree requirement

- Functional Responsibility:** Primary responsibilities of an Associate Software Engineer include:
- Participate in the requirements definition process.
 - Support conceptual design, detailed design, code, and unit test of critical software programs within a subsystem.
 - Support integration testing of programs within a subsystem.
 - Generate formal design documentation.
 - Generate Interface Control Documents, documenting the interfaces between programs.
 - Support the development of Acceptance Test Plan and Procedures documents.
 - Support the development of customer design review materials.

Job Title: Software Engineer (S3)

Minimum General Experience:	3 years of professional experience in a related field	OR	5 years of professional experience in a related field	OR	8 years of professional experience in a related field
Minimum Education:	a Bachelor's Degree or higher in a related major		a Bachelor's Degree or higher in an unrelated major		No degree requirement

- Functional Responsibility:** Primary responsibilities of a Software Engineer include:
- Participate in the requirements definition process.
 - Perform conceptual design, detailed design, code, and unit test of critical software programs within a subsystem.
 - Lead integration testing of programs within a subsystem.
 - Generate formal design documentation.
 - Generate Interface Control Documents, documenting the interfaces between programs.
 - Support the development of Acceptance Test Plan and Procedures documents.
 - Support the development of customer design review materials.

Job Title: Senior Software Engineer (S4)

Minimum General Experience:	5 years of professional experience in a related field		7 years of professional experience in a related field		10 years of professional experience in a related field
Minimum Education:	a Bachelor's Degree or higher in a related major	OR	a Bachelor's Degree or higher in an unrelated major	OR	No degree requirement

Functional Responsibility:

The Senior Software Engineer may have technical responsibility for a subsystem of an Aquilent development effort. Primary responsibilities include:

- Lead the requirements analysis, conceptual design, detailed design, and implementation of a subsystem.
- Lead integration testing of programs within a subsystem.
- Generate subsystem-level Interface Control Documents.
- Support the development of Acceptance Test Plan and Procedures documents.
- Generate customer design review materials and present at customer design reviews.

Job Title: Principal Software Engineer (S4 SR)

Minimum General Experience:	7 years of professional experience in a related field	OR	9 years of professional experience in a related field	OR	11 years of professional experience in a related field
Minimum Education:	a Bachelor's Degree or higher in a related major		a Bachelor's Degree or higher in an unrelated major		No Degree Required

- Functional Responsibility:** The Senior Software Engineer may have technical responsibility for a subsystem of an Aquilent development effort. Primary responsibilities include:
- Lead the requirements analysis, conceptual design, detailed design, and implementation of a subsystem.
 - Lead integration testing of programs within a subsystem.
 - Generate subsystem-level Interface Control Documents.
 - Support the development of Acceptance Test Plan and Procedures documents.
 - Generate customer design review materials and present at customer design reviews.

Job Title: Systems Architect (S5)

Minimum General Experience:	7 years of experience in a related field		10 years of experience in a related field		15 years of experience in a related field
Minimum Education:	A Master's Degree in a related major	OR	A Bachelor's Degree in an unrelated major	OR	No Degree Required
Additional Experience:	3 years' experience in Technical Leadership and experience and/or education in structured analysis and design methodologies				

Functional Responsibility: A System Architect may have overall responsibility for the design and development of small to medium scale systems. Technical experience includes work in many aspects of system design and development, and encompasses both detailed and overall integration aspects of system development. In addition, a System Architect may have project management responsibility for a small to medium scale Aquilent involvement. Primary responsibilities include:

- Provide technical direction to project team members, on teams of up to 10 individuals.
- Schedule, plan, and conduct project review meetings.
- Perform or lead system engineering studies, including
 - System loading analyses
 - Complete computer configuration studies
 - Throughput analyses
 - Conduct formal acceptance tests of Aquilent software systems
 - Recommend “make/buy” decisions.
- Specify hardware configurations to satisfy customer needs.

Job Title: Senior Systems Architect (S6)

Minimum General Experience:	10 years of experience in a related field	OR	12 years of experience in a related field	OR	15 years of experience in a related field	OR	20 years of experience in a related field
Minimum Education:	A Master's Degree in a related major		A Bachelor's Degree in a related major		A Bachelor's Degree in a unrelated major		No Degree Required
Additional Experience:	3 year's experience in Technical Leadership and experience and/or education in structured analysis and design methodologies						

Functional Responsibility: A Senior System Architect may have overall responsibility for the design and development of major systems. Technical experience includes work in many aspects of system design and development, and must encompass both detailed and overall integration aspects of system development. In addition, a Senior System Architect may have project management responsibility for one of Aquilent's larger involvements. Primary responsibilities include:

- Provide technical direction to project team members, on teams of up to 20 individuals.
- Schedule, plan, and conduct project review meetings.
- Perform or lead system engineering studies, including:
 - System loading analyses
 - Complete computer configuration studies
 - Throughput analyses
 - Conduct formal acceptance tests of Aquilent software systems
- Recommend “make/buy” decisions.
- Specify hardware configurations to satisfy customer needs.
- Discuss and recommend to customers on technical and administrative issues associated with a project.

Job Title: Principal Systems Architect (S6-PRIN)

Minimum General Experience:

11 years of experience in a related field	OR	13 years of experience in a related field	OR	15 years of experience in a related field	OR	20 years of experience in a related field
A Master's Degree in a related major		A Bachelor's Degree in a related major		A Bachelor's Degree in an unrelated major		No Degree Required

Minimum Education:

Additional Experience:

5 years experience in Technical Leadership and experience and/or education in structured analysis and design methodologies

Functional Responsibility:

A Senior System Architect may have overall responsibility for the design and development of major systems. Technical experience includes work in many aspects of system design and development, and must encompass both detailed and overall integration aspects of system development. In addition, a Senior System Architect may have project management responsibility for one of Aquilent's larger involvements. Primary responsibilities include:

- Provide technical direction to project team members, on teams of up to 20 individuals.
- Schedule, plan, and conduct project review meetings.
- Perform or lead system engineering studies, including:
 - System loading analyses
 - Complete computer configuration studies
 - Throughput analyses
 - Conduct formal acceptance tests of Aquilent software systems
- Recommend “make/buy” decisions.
- Specify hardware configurations to satisfy customer needs.
- Discuss and recommend to customers on technical and administrative issues associated with a project.

Job Title: Chief Engineer (S7)

Minimum General Experience:

12 years of experience in a related field

OR

15 years of experience in the IT field

OR

20 years of experience in a related field

Minimum Education:

A Master's Degree or higher in a related major

A Bachelor's Degree in a related major

No Degree Required

Additional Experience:

5 or more years experience in a technical supervisory or managerial capacity in a related field

Functional Responsibility:

The Chief Engineer is typically assigned extremely difficult design problems, provides major guidance on large-scale system development, and leads large or critical projects. Provides a great deal of insight into the problems associated with building major software systems, including:

- Identification of the most critical components.
- Identification of the high technical and schedule risk areas, and approaches to reduce or eliminate such risk.
- Define staging approaches.

Primary responsibilities include:

- Lead the requirements analysis, conceptual design, and staged implementation of major software systems.
- Provide technical direction to a team of up to 100 individuals.
- Schedule, plan, and conduct project review meetings.
- Discuss and recommend to customers on technical issues associated with a project.
- Recommend "make/buy" decisions.
- Approve the procurement of hardware to satisfy customer needs.

Job Title: Test Engineer (T1)

Minimum General Experience:	3 months of professional experience in a related field	OR	1 year of professional experience in a related field	OR	2 years of professional experience in a related field
Minimum Education:	A Bachelor's Degree in a related major		A Bachelor's Degree in an unrelated major		No degree requirement

- Functional Responsibility:** The Test Engineer may have technical responsibility for a subsystem of an Aquilent development effort. Primary responsibilities include:
- Write sections of test plan under supervision.
 - Write scripts for automated testing of small programs.
 - Execute test procedures and support analysis of the results.
 - Write test reports or problem reports indicating whether or not a test passed.
 - Support the software configuration management and problem reporting processes.

Job Title: Quality Assurance (QA) Engineer (T2)

Minimum General Experience:	2 years of professional experience		3 years of professional experience		4 years of professional experience
Minimum Education:	A Bachelor's Degree or higher in Computer Science or a related discipline	OR	A Bachelor's Degree or higher in an unrelated major	OR	No degree requirement

- Functional Responsibility:** The QA Engineer may have technical responsibility for a subsystem of an Aquilent development effort. Primary responsibilities include:
- Meet with system users to understand usage profiles and user needs.
 - Write test plans for small systems, including plans for integration testing, system testing, stress testing, acceptance testing, and regression testing.
 - Design strategies and write scripts for automated testing of small programs.
 - Write, execute, and analyze the results of test procedures.
 - Write test reports or problem reports indicating whether or not a test passed and, if necessary, provide an analysis.
 - Participate in reviews at any point in the software life cycle.
 - For projects involving small systems, design and implement the software configuration management process and problem reporting system.
 - Help implement a metrics system, i.e., a system that gathers various metrics on software and performance; help write a report on the metrics for the project.

Job Title: Senior QA Engineer (T3)

Minimum General Experience:	5 years of professional experience in a related field	OR	7 years of professional experience in a related field	OR	10 years of professional experience in a related field, formal training in basic supervision and conflict resolution, 1 or more years experience in leading teams of four or more individual contributors on a project
Minimum Education:	A Bachelor's Degree or higher in a related major		A Bachelor's Degree or higher in an unrelated major		No degree requirement

- Functional Responsibility:**
- The Senior QA Engineer may have technical responsibility for a subsystem of an Aquilent development effort. Primary responsibilities include:
- Meet with system users to understand usage profiles and user needs.
 - Write test plans for large systems, including integration testing, system testing, stress testing, acceptance testing, and regression testing.
 - Design strategies and write scripts for automated testing of large programs.
 - Lead others in writing, executing, and analyzing the results of test procedures.
 - Lead others in writing test reports or problem reports indicating whether or not a test passed and, if necessary, lead analysis of the results.
 - Participate in reviews at any point in the software life cycle, leading the testing and configuration management elements of the review.
 - Design and implement the software configuration management process and problem reporting system for large system developments.
 - Design and implement a metrics system, i.e., a system that gathers various metrics on software and performance; lead the authoring of a report on the metrics for the project.
 - Provide technical leadership of up to six individuals.
 - Design and document Acceptance Test Plan and Procedures.

Job Title: Lead QA Engineer (T4)

Minimum General Experience:

7 years of professional experience in a related field

OR

9 years of professional experience in a related field

OR

11 years of professional experience in a related field

No Degree Required

Minimum Education:

Functional Responsibility:

The Lead QA Engineer may have highly skilled technical responsibility for a very complex subsystem of an Aquilent development effort. Primary responsibilities include:

- Meet with system users to understand usage profiles and user needs.
- Write test plans for large systems, including integration testing, system testing, stress testing, acceptance testing, and regression testing.
- Design strategies and write scripts for automated testing of large programs.
- Lead others in writing, executing, and analyzing the results of test procedures.
- Lead others in writing test reports or problem reports indicating whether or not a test passed and, if necessary, lead analysis of the results.
- Participate in reviews at any point in the software life cycle, leading the testing and configuration management elements of the review.
- Design and implement the software configuration management process and problem reporting system for large system developments.
- Design and implement a metrics system, i.e., a system that gathers various metrics on software and performance; lead the authoring of a report on the metrics for the project.
- Provide technical leadership of up to six individuals.
- Design and document Acceptance Test Plan and Procedures.

Job Title: Chief QA Engineer (T5)

Minimum General Experience:

9 years of professional experience in a related field

OR

11 years of professional experience in a related field

OR

13 years of professional experience in a related field

Minimum Education:

A Bachelor's Degree or higher in a related major

A Bachelor's Degree or higher in an unrelated major

No Degree Required

Functional Responsibility:

The Chief QA Engineer may have highly skilled technical responsibility for a very complex subsystem of an Aquilent development effort. Primary responsibilities include:

- Meet with system users to understand usage profiles and user needs.
- Write test plans for large systems, including integration testing, system testing, stress testing, acceptance testing, and regression testing.
- Design strategies and write scripts for automated testing of large programs.
- Lead others in writing, executing, and analyzing the results of test procedures.
- Lead others in writing test reports or problem reports indicating whether or not a test passed and, if necessary, lead analysis of the results.
- Lead and Participate in reviews at any point in the software life cycle, leading the testing and configuration management elements of the review.
- Design and implement the software configuration management process and problem reporting system for large system developments.
- Design and implement a metrics system, i.e., a system that gathers various metrics on software and performance; lead the authoring of a report on the metrics for the project.
- Provide technical leadership of up to six individuals.
- Design and document Acceptance Test Plan and Procedures.

Job Title: Project Manager (M1)

Minimum General Experience:	5 years of professional experience in a related field	OR	7 years of professional experience in a related field	9 years of professional experience in a related field
	Minimum Education: A Bachelor's Degree or higher in a related major		A Bachelor's Degree or higher in an unrelated major	No degree requirement

Additional Experience: A minimum of 2 years as a Lead Software Engineer on a project, leading three or more individuals

- Functional Responsibility:** The Project Manager is responsible for a medium-to-large sized Aquilent project. These projects may range in size up to 20 persons. The project manager typically has project leadership responsibilities only, although they have significant input into the technical decision-making process. Primary responsibilities include:
- Support Business Area Leader in meeting with customer to determine project requirements.
 - Generate project staffing requirements.
 - Generate the technical proposal.
 - Support the Business Area Leader.
 - Aid the Business Area Leader in acquiring the necessary resources required to fulfill the needs of the project.
 - Develop task assignments for other project team members.
 - Keep the customer and Aquilent management informed of project status on a regular basis.
 - Anticipate cost and schedule problems and, working with the Business Area Leader, resolve them.
 - Lead the conceptual design of the software system.
 - Schedule and conduct all customer meetings.
 - Provide Aquilent’s administrative staff with all necessary project cost information.
 - Reconcile all charges against the contract.

Job Title: Senior Project Manager (M2)

Minimum General Experience: 9 years of professional experience in a related field OR 12 years of professional experience in a related field OR 14 years of experience in a related field

Minimum Education: A Bachelor's Degree or higher in a related major OR A Bachelor's Degree or higher in an unrelated major OR No Degree requirement

Additional Experience: A minimum of 2 years as a Project Manager on a project of 5 or more individuals OR A minimum of 5 years as a Lead Software Engineer on a project, leading 4 or more individuals

Functional Responsibility: The Senior Project Manager is responsible for a large Aquilent project. These projects may range in size from 10 person-years of effort to 50 person-years of effort, where the staffing does not exceed fifteen full time personnel. The project manager typically has project leadership responsibilities only, although they have significant input into the technical decision-making process. Primary responsibilities include:

- Support Business Area Leader in meeting with customer to determine project requirements.
- Generate project staffing requirements.
- Generate the technical proposal.
- Support the Business Leader.
- Aid the Business Area Leader in acquiring the necessary resources required to fulfill the needs of the project.
- Develop task assignments for other project team members.
- Keep the customer and Aquilent management informed of project status on a regular basis.
- Anticipate cost and schedule problems and, working with the Business Area Leader, resolve them.
- Lead the conceptual design of the software system.
- Schedule and conduct all customer meetings.
- Provide Aquilent's administrative staff with all necessary project cost information.
- Reconcile all charges against the contract.

Job Title: Technical Director/Program Manager (M3-PRIN)

Minimum General Experience:

3 years of professional experience in an information technology/information management or related field

OR

6 years of professional experience in an information technology/information management or related field

A Bachelor's Degree or higher in an unrelated major

OR

8 years of professional experience in an information technology/information management or related field

No Degree Required

Minimum Education:

Additional Experience:

A minimum of 4 years as a Project Manager on a project of 5 or more individuals
OR
A minimum of 7 years as a Lead Software Engineer on a project, leading 4 or more individuals

Functional Responsibility:

The Technical Director/ Principal Project Manager is responsible for a large Aquilent project. These projects may range in size from 10 person-years of effort to 50 person-years of effort, where the staffing does not exceed fifteen full time personnel. The project manager typically has project leadership responsibilities only, although they have significant input into the technical decision-making process. Primary responsibilities include:

- Support Business Area Leader in meeting with customer to determine project requirements.
- Generate project staffing requirements.
- Generate the technical proposal.
- Support the Business Leader.
- Aid the Business Area Leader in acquiring the necessary resources required to fulfill the needs of the project.
- Develop task assignments for other project team members.
- Keep the customer and Aquilent management informed of project status on a regular basis.
- Anticipate cost and schedule problems and, working with the Business Area Leader, resolve them.
- Lead the conceptual design of the software system.
- Schedule and conduct all customer meetings.

Job Title: Program Manager (M3-PROG)

Minimum General Experience:	8 years of professional experience in an information technology/information management or related field	OR	10 years of professional experience in an information technology/information management or related field	OR	12 years of professional experience in an information technology/information management or related field
Minimum Education:	A Bachelor's Degree or higher in a related major		A Bachelor's Degree or higher in an unrelated major		No Degree Required

Additional Experience: Nature of work involves information technology project management, strategic and tactical planning, coordination, control and critical decision-making. Requires experience related to work being performed. May also involve technical engineering design and technology architectural tasks. Incumbent routinely interfaces with multiple internal and client staffs and management, has responsibility for the quality of all deliverables, prepares and performs final reviews on critical written communications documents and regularly makes presentations on program progress. Incumbents are considered to be managerial level staff. Incumbent possesses experience and understanding of information technology and its application.

Functional Responsibility: The Program Manager is responsible for Aquilent projects, primarily within the core focus of the customer organization. These projects will typically involve large teams. The Program Manager ensures the satisfaction of the customer, defines strategy, provides resources and leadership to meet stakeholder requirements, helps establish branding, and assesses competitive landscapes to guide the customer's strategic direction. Supports seamless application of strategy into user experience, project engineering, technical development, and design execution. Identifies ongoing opportunities to transform business, partnership, creative, and technology assets into customer solutions.

- Primary responsibilities include:
- Represents the company in meetings with key stakeholders.
 - Defines and helps meet project staffing requirements.
 - Oversees the development of proposals, project management plans, and other documents related to scope.
 - Collaborates with project sponsors and other stakeholders to define organizational goals, complete business cases, get funding, and execute strategies to achieve goals.
 - Helps align project deliverables with stakeholder organizational goals.
 - Oversees business analysts, subject matter experts, and project management personnel responsible for day-to-day delivery of services.
 - Makes available all resources required to fulfill the needs of the project.
 - Oversees the development of task assignments for other project team members.
 - Provides customer with the primary senior corporate point of contact and takes full responsibility to ensure that financial, time, scope, and quality expectations are met.
 - Makes project visible to senior Aquilent management to ensure timely resolution of issues.



Job Title: Senior Program Manager (M3)

Minimum General Experience:	10 years of professional experience in an information technology/information management or related field	OR	14 years of professional experience in an information technology/information management or related field	OR	18 years of professional experience in an information technology/information management or related field
Minimum Education:	A Bachelor's Degree or higher in a related major		A Bachelor's Degree or higher in an unrelated major		No degree requirement

Additional Experience: Nature of work involves complex information technology project management, strategic and tactical planning, coordination, control and critical decision-making. Requires experience related to work being performed. May also involve complex technical engineering design and technology architectural tasks. Incumbent routinely interfaces with multiple internal and client staffs and management, has significant responsibility for the quality of all deliverables, prepares and performs final reviews on critical written communications documents and regularly makes presentations on program progress. Incumbents are considered to be managerial and/or executive level staff. Incumbent possesses advanced experience and understanding of information technology and its application.

Functional Responsibility: The Senior Program Manager is responsible for large Aquilent projects, primarily within the core focus of the customer organization. These projects will typically involve teams of significant size. The Senior Program Manager ensures the satisfaction of the customer, defines strategy, provides resources and leadership to meet stakeholder requirements, helps establish branding, and assesses competitive landscapes to guide the customer's strategic direction. Supports seamless application of strategy into user experience, project engineering, technical development, and design execution. Identifies ongoing opportunities to transform business, partnership, creative, and technology assets into customer solutions.

Primary responsibilities include:

- Represents the company in meetings with key stakeholders.
- Defines and helps meet project staffing requirements.
- Oversees the development of proposals, project management plans, and other documents related to scope.
- Collaborates with project sponsors and other stakeholders to define organizational goals, complete business cases, get funding, and execute strategies to achieve goals.
- Helps align project deliverables with stakeholder organizational goals.
- Oversees business analysts, subject matter experts, and project management personnel responsible for day-to-day delivery of services.
- Makes available all resources required to fulfill the needs of the project.
- Oversees the development of task assignments for other project team members.
- Provides customer with the primary senior corporate point of contact and takes full responsibility to ensure that financial, time, scope, and quality expectations are met.
- Makes project visible to senior Aquilent management to ensure timely resolution of issues.

Job Title: Domain Expert (D1)

Minimum General Experience:	5 Years Professional Experience in a Related Field	OR	7 years of professional experience in a related field	OR	10 years of professional experience in a related field, plus formal training in the area of domain expertise
Minimum Education:	A Master's Degree in a related major		A Bachelor's Degree in a related major		BA or higher in an unrelated field

Functional Responsibility:

The Domain Expert is typically assigned specific problems in a specific field for which they are experts, for example:

- Java
- OpenStep
- WebObjects
- High Availability Assessments and Implementations
- Firewall Design and Implementations
- Axent's OmniGuard Product Suite
- Year 2000 Assessments
- Disaster Recovery Plans and Implementations
- Image Processing
- Specific Sun Hardware and Software Support
- Object Oriented Design
- Web-based Applications Design
- Systems/Network Security
- Systems and Network Performance and Tuning.

A Domain Expert has a great deal of insight into the problems associated with their area of expertise. Primary responsibilities include:

- Meet with system users to understand usage profiles and user needs.
- Implement domain technology to solve a customer's business problem.
- Lead others in analyzing, designing, and executing the implementation of a domain technology.
- Provide technical leadership of up to five other technical professionals.

Job Title: Subject Matter Expert (SME)

Minimum General Experience:

10 years of professional experience in an information technology/information management or related field	OR	14 years of professional experience in an information technology/information management or related field	OR	18 years of professional experience in an information technology/information management or related field
A Bachelor's Degree or higher in a related major		A Bachelor's Degree or higher in an unrelated major		No degree requirement

Minimum Education:

Additional Experience:

Must have experience in Information Technology and the domain directly related to the area of interest or similar subject area.

Functional Responsibility:

Provide technical, managerial, and administrative direction for problem definition, analysis, requirements development, and implementation of complex solutions by making information technology/information management related recommendations. Advise on organizational improvements, optimization, or maintenance efforts in the following specialties: information systems architecture, networking, telecommunications, automation, risk management, software life-cycle management and development methodologies, visual design, information architecture, copywriting, and content management.

Job Title: Senior Human Factors Engineer (F2)

Minimum General Experience:	2 years of directly related professional experience	OR	4 years of directly related professional experience	OR	6 years of directly related professional experience	OR	10 years of directly related professional experience
Minimum Education:	A Ph.D. degree in a related discipline		A M.S. or M.A. degree in a related discipline		A B.S. or B.A. degree in a related discipline		No degree requirement

Functional Responsibility:

Primary responsibilities include:

- Lead for one project or client at a time, such human factors engineering activities as:
 - Graphical user requirements analysis
 - Human-computer function/job/task analysis
 - Scenario-based engineering process
 - Developing human-computer work flow scenarios
 - Graphical user interface design
 - Rapid prototyping of graphical user interfaces
 - Product usability evaluations
 - User documentation and training
 - Human-computer performance analysis.
- Manage budgets, schedules, and other task personnel for a single project or client.
- Solicit, facilitate, and provide regular briefings and progress reports to customers on the status of projects, problems encountered, and recommended courses of action.

Job Title: Usability Engineer/Tester (F2 UE)

Minimum General Experience:	5 years experience in a directly related field	OR	7 years experience in a directly related field	OR	10 years experience in a directly related field
Minimum Education:	A Bachelor's Degree in a related discipline		An unrelated Bachelor's Degree		No Degree required

Functional Responsibility: Manages and executes planning, execution, and analysis of website usability tests. Analyzes website usability data and provides recommendations for usability improvements. Develops and executes website usability tests. Assists with preparation of usability test reports and analysis of results

Principal Human Factors Engineer (F3)

Minimum General Experience:

5 years of directly related professional experience

OR

8 years of directly related professional experience

OR

12 years of directly related professional experience

Minimum Education:

a Ph.D. degree in a related discipline

a M.S. or M.A. degree in a related discipline

a B.S. or B.A. degree in a related discipline

Functional Responsibility:

Primary responsibilities include:

- Manage and lead more than one project task or more than one project at a time, such human factors engineering activities as:
 - Graphical user interface requirements analysis
 - Human-computer function/job/task analysis
 - Lead the scenario-based engineering process
 - Graphical user interface design
 - Rapid prototyping of user interfaces
 - User interface usability evaluations
 - Project documentation
 - User training
 - Human-computer performance analysis
- Manage budgets, schedules, and other project personnel, typically for multiple project tasks.
- Solicit, facilitate, and provide regular briefings and progress reports to customers on the status of projects, problems encountered, and recommended courses of action.

USA Commitment To Promote Small Business Participation Procurement Programs

PREAMBLE

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

COMMITMENT

To actively seek and partner with small businesses.

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

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

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

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

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

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

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

Aquilent, Inc.
David Fout
1100 West Street
Laurel, MD 20707
301-939-1000, fax 301-953-2368
e-Mail: david.fout@aquilent.com



BPA NUMBER _____

(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT

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

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

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

- (2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

- (3) The ordering activity estimates, but does not guarantee, that the volume of purchases through this agreement will be _____.
- (4) This BPA does not obligate any funds.
- (5) This BPA expires on _____ or at the end of the contract period, whichever is earlier.
- (6) The following office(s) is hereby authorized to place orders under this BPA:

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

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

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

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

- (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.

BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”

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

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

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

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

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

Here is a general outline on how it works:

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