

# **ATLANTIC COMMTECH CORPORATION**

**General Services Administration  
Federal Supply Schedule**

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

**Contract Number: GS-35F-0202K  
Option Period 2**

**Period Covered by Contract:  
January 18, 2010 – January 17, 2015**

**Current through Modification PS-0011 Dated 1/20/2010**

Price List current through January 17, 2015

**Atlantic CommTech Corporation  
2509 Walmer Avenue  
Norfolk, Virginia 23513  
Telephone: 757-858-5303  
Fax: 757-858-5308  
e-mail: [contracts@act-corp.com](mailto:contracts@act-corp.com)**

Products and ordering information in this Authorized FSS Information Technology Schedule Price List are also available on the GSA Advantage! System. Agencies can browse GSA Advantage! [www.gsaadvantage.gov](http://www.gsaadvantage.gov) For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at <http://www.fss.gsa.gov>.

Special Item Numbers (SIN)

**Special Item No. 132-51 Information Technology (IT) Professional Services**

FPDS Code	D301	IT Facility Operation and Maintenance Services
FPDS Code	D302	IT Systems Development Services
FPDS Code	D307	Automated Information Systems Design and Integration Services
FPDS Code	D313	Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services
FPDS Code	D316	IT Network Management Services
FPDS Code	D399	Other Information Technology Services, Not Elsewhere Classified

**Note 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.

**Note 3:** This solicitation is not intended to solicit for the reselling of IT Professional Services, except for the provision of implementation, maintenance, integration, or training services in direct support of a product. Under such circumstances the services must be performance by the publisher or manufacturer or one of their authorized agents.

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## Information for Ordering Offices

### Special Notice to Agencies: Small Business Participation

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

For orders exceeding the micro-purchase threshold, FAR 8.404 requires agencies to consider the catalogs/price lists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!<sup>TM</sup> On-line shopping service ([www.fss.gsa.gov](http://www.fss.gsa.gov)). The catalogs/price lists, GSA Advantage!<sup>TM</sup> And the Federal Supply Service Home Page ([www.fss.gsa.gov](http://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 disadvantages and woman-owned small businesses among those considered when selecting price lists for a best value determination.

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

### 1. Geographic Scope of Contract

*Domestic delivery* is delivery within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. Territories. Domestic delivery also includes a port or consolidation point, within the aforementioned areas, for orders received from overseas activities.

*Overseas delivery* is delivery to points outside of the 48 contiguous states, Washington, DC, Alaska, Hawaii, Puerto Rico, and U.S. Territories.

Offerors are requested to check one of the following boxes:

- The Geographic Scope of Contract will be domestic and overseas delivery.
- The Geographic Scope of Contract will be overseas delivery only.
- The Geographic Scope of Contract will be domestic delivery only.

### 2. Contractor's Ordering Address and Payment Information

#### a. Ordering Address:

In the US:  
Atlantic CommTech Corporation

2509 Walmer Avenue  
Norfolk, Virginia 23513

In Germany:  
Atlantic CommTech Corporation  
Bruchwiesen Strasse 30  
Landstuhl, Germany 66849

b. Payment Address:

By Check:  
Atlantic CommTech Corporation  
Accounts Receivable  
2509 Walmer Avenue  
Norfolk, Virginia 23513

By Electronic Funds Transfer:  
Atlantic CommTech Corporation  
c/o Wachovia Bank  
Attention: Branch Manager  
Account Number: 2000002950318  
ABA Routing Number: 015400549

Contractors are required to accept the Government purchase card for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Government purchase cards **will** be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

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

In the US:

Telephone: 757-858-5303  
Facsimile: 757-858-5308

In Germany:

Telephone: (+) 49-(0) 6371-913061/2  
Facsimile: (+)49-(0) 6371-913063

### 3. Liability for Injury or Damage

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

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

Block 9: G. Order/Modification Under Federal Schedule  
Block 16: Data Universal Numbering System (DUNS) Number: 048870724

Block 30: Type of Contractor – B. Other Small Business  
Block 31: Woman-Owned Small Business – No  
Block 36: Contractor’s Taxpayer Identification Number (TIN) – 54-1926393

**4a. CAGE Code: 1J0V2**

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

**5. FOB Destination**

**6. Delivery Schedule**

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

<u>Special Item Number</u>	<u>Delivery Time (Days ARO)</u>
132-51	30 Days ARO

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

**7. Discounts:**

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

**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:**

Export packing is available.

**10. Small Requirements**

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

## **11. Maximum Order**

Special Item Number 132-51 - Information Technology (IT) Professional Services  
The maximum dollar value per order for all IT Professional services will be \$500,000.

## **12. Use of Federal Supply Service Information Technology Schedule Contracts**

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 Standards Requirements**

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

### **13.1 Federal Information Processing Standards Publications (FIPS PUBS)**

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

### **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 are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Supply Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407,

telephone number (202)619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301) 975-2833.

#### **14. Contractor Tasks/Special Requirements (C-FSS-370) (Nov 2003)**

- (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. Travel in performance of a task order will only be reimbursable to the extent authorized by the ordering agency. The Industrial Funding Fee does NOT apply to travel and per diem charges.
- (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.

(k) Overtime: For professional services, the labor rates in the Schedule should not vary by virtue of the Contractor having worked overtime. For services applicable to the Service Contract Act (as identified in the Schedule), the labor rates in the Schedule will vary as governed by labor laws (usually assessed a time and a half of the labor rate).

## 15. Contract Administration for Ordering Offices

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

## 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.: Internet Explorer). 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; and

- (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:

N/A

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 (BPA's)**

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).

## **21. Contractor Team Arrangements**

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74, 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 received 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 applies.

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 132-8 or 132-9.

## **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:

[www.act-corp.com](http://www.act-corp.com)

The EIT standard can be found at: [www.Section508.gov/](http://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 ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and
- (b) The following statement:

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

**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 Services within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the Contractor's facility and/or at the Government location, as agreed to by the Contractor and the ordering office.

### **2. Performance Incentives I-FSS-60 Performance Incentives (April 2000)**

- 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.
- b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
- c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

### **3. Order**

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

### **4. Performance of Services**

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering office.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering office.

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

## **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 1 – 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 (May 2001) (Deviation 1 – 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 – Dec 2007) 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/IAM Professional Services.

## **9. Independent Contractor**

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

## **10. Organizational Conflicts of Interest**

### **a. Definitions.**

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

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

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

### **b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the Government, ordering offices may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be**

consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

## **11. Invoices**

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

## **12. Payments**

For firm-fixed price orders the 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 52.212-4 (OCT 2008) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) 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 52.212-4 (OCT 2008) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) 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 agency in accordance with the guidelines set forth in the FAR.

#### **15. Approval of Subcontracts**

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

#### **16. Description of IT/IAM Professional Services and Pricing**

See next section, IT Services Positions and hourly price list.

### Labor Categories

Item #	Position Title
ACT110	Program Manager, Senior
ACT112	Program Manager
ACT120	Project Manager, Senior
ACT122	Project Manager
ACT210	Enterprise Architect
ACT212	Principal Systems Architect
ACT220	Subject Matter Expert III
ACT222	Subject Matter Expert II
ACT224	Subject Matter Expert I
ACT230	Communications Engineer
ACT240	Engineer III
ACT242	Engineer II
ACT244	Engineer I
ACT310	Installation Technician IV
ACT312	Installation Technician III
ACT314	Installation Technician II
ACT316	Installation Technician I
ACT320	Electronics Specialist, Senior
ACT322	Electronics Specialist
ACT340	Telecommunications Network Designer
ACT342	Telecommunications Specialist, Senior
ACT344	Telecommunications Specialist
ACT360	IT Specialist III
ACT362	IT Specialist II
ACT364	IT Specialist I
ACT380	Project Analyst
ACT430	CAD III
ACT432	CAD II
ACT434	CAD I
ACT440	Training Specialist, Senior
ACT442	Training Specialist

**ACT110 Program Manger, Senior - Functional Responsibility:** Under indirect supervision, oversees the program planning, establishment, execution, and evaluation of a multifaceted program/project typically consisting of a set of closely related subprograms or associated activities in more complex programs. Performs program planning including risk identification and mitigation planning, project resource planning, project scheduling, and financial projections. Will also track program resource, budget, and schedule data to identify and correct potential problems and manages program resource allocation to ensure satisfactory completion of projects. Conducts administrative activities on the program related to human resources and makes final decisions on administrative or operational matters affecting more than one segment or functional

activity of the program. Serves as the primary focal point and responsibility point for all levels of client communications.

**Minimum Education/Minimum General Experience:** Bachelors Degree in a recognized field of engineering or a closely related field of study. This position requires a minimum of fifteen (15) years experience. Four additional years of experience may substitute for college degree. An advanced degree or professional certification in the area of specialization, such as PMP, may substitute for two years of experience.

**ACT112 Program Manager - Functional Responsibility:** Under general direction, oversees the program planning, establishment, execution, and evaluation of a multifaceted program/project typically consisting of a set of closely related subprograms or associated activities. Performs program planning including risk identification and mitigation planning, project resource planning, project scheduling, and financial projections. Will also track program resource, budget, and schedule data to identify and correct potential problems and manages program resource allocation to ensure satisfactory completion of projects. Conducts administrative activities on the program related to human resources and makes final decisions on administrative or operational matters affecting more than one segment or functional activity of the program.

**Minimum Education/Minimum General Experience:** Bachelors Degree in a recognized field of engineering or a closely related field of study. This position requires a minimum of ten (10) years experience. Four additional years of experience may substitute for college degree. An advanced degree or professional certification in the area of specialization, such as PMP, may substitute for two years of experience.

**ACT120 Project Manager, Senior - Functional Responsibility:** Under general direction, responsible for all aspects of the development and implementation of assigned projects and provides a single point of contact. Works with clients to identify business requirements and develops the proposed solution. Subsequently leads a team in initiating, planning, controlling, executing, and closing tasks of a project or segment of a project to produce the delivered solution. Executes a wide range of process activities beginning with the initial technical response to an order through development, test and final delivery. Formulates partnerships between customer, suppliers, and staff. Anticipates potential project related problems. Uses refined techniques for identifying, eliminating, or mitigating solution, project, and business risks. Understands customer, industry, and business trends. Applies this understanding to meet project objectives. Develops detailed work plans, schedules, project estimates, resource plans, and status reports. Conducts project meetings and is responsible for project tracking and analysis. Ensures adherence to quality standards and reviews project deliverables. Manages the integration of vendor tasks and tracks and reviews vendor deliverables. Provides technical and analytical guidance to project team. Analyzes new and complex project related problems and creates innovative solutions involving finance, scheduling, technology, methodology, tools, and solution components.

**Minimum Education/Minimum General Experience:** Bachelors Degree in a recognized field of engineering or a closely related field of study. This position requires a minimum of ten (10) years experience. Four additional years of experience may substitute for college degree. An advanced degree or professional certification in the area of specialization, such as PMP, may substitute for two years of experience.

**ACT122 Project Manager - Functional Responsibility:** Under general direction, responsible for all aspects of the development and implementation of assigned projects and provides a single point of contact for those projects manageable in size. Maybe responsible for a significant segment of a large complex project. Works with clients to identify business requirements and develops the proposed solution. Subsequently leads a team in initiating, planning, controlling, executing, and closing tasks of a project or segment of a project to produce the delivered solution. Executes a wide range of process activities beginning with the initial technical response to an order through development, test and final delivery. Formulates partnerships between customer, suppliers, and staff. Anticipates potential project related problems. Uses refined techniques for identifying, eliminating, or mitigating solution, project, and business risks. Understands customer, industry, and business trends. Applies this understanding to meet project objectives. Develops detailed work plans, schedules, project estimates, resource plans, and status reports. Conducts project meetings and is responsible for project tracking and analysis. Ensures adherence to quality standards and reviews project deliverables. Manages the integration of vendor tasks and tracks and reviews vendor deliverables. Provides technical and analytical guidance to project team. Analyzes new and complex project related problems and creates innovative solutions involving finance, scheduling, technology, methodology, tools, and solution components.

**Minimum Education/Minimum General Experience:** Bachelors Degree in a recognized field of engineering or a closely related field of study. This position requires a minimum of five (5) years experience. Four additional years of experience may substitute for college degree. An advanced degree or professional certification in the area of specialization, such as PMP, may substitute for two years of experience.

**ACT210 Enterprise Architect - Functional Responsibility:** Applies systems and software engineering tools and techniques to develop Service-Oriented Architecture (SOA) based solutions at a complete systems level encompassing multiple applications and processes. Responsible for all aspects of the development and maintenance of assigned enterprise architecture project and takes project from planning through final delivery. Interfaces with all areas affected by the project including end users, computer services, and client services. Defines project scope and objectives and develops detailed work plans, schedules, project estimates, resource plans, and status reports. Conducts project meetings and is responsible for project tracking and analysis. Leads a group of engineers, architects, and analysts and ensures adherence to quality standards and reviews enterprise architecture deliverables. Directs and participates in high-level enterprise architecture analysis, evaluation, design, integration, documentation, and development. Possesses extensive knowledge of and hands-on experience with the DoD Architecture Framework (DoDAF), Federal Enterprise Architecture Framework, the Business Enterprise Architecture and Enterprise Transition Plan, SOA, and the Business Mission Area Federation Strategy and Roadmap.

**Minimum Education/Minimum General Experience:** Bachelors Degree in a recognized field of engineering or a closely related field of study. This position requires a minimum of fifteen (15) years experience of which ten (10) must be specialized. Specialized experience includes use of structured analysis, design methodologies and design tools, technical architectures, including SOA and DoDAF. Four additional years of experience may substitute for college degree. A

Masters Degree may substitute for two years experience. A PhD degree may substitute for six years experience.

**ACT212 Principal Systems Architect - Functional Responsibility:** Designs architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross-functional requirements and interfaces. Requires a high degree of independent decision making and professionalism to lead and interact with high level clients. Demonstrates advanced technical knowledge in architecture discipline and broad knowledge of architectural/engineering systems, architectural/engineering calculations, applications of architectural/engineering methods, and architectural/engineering application of computers. As such, ensures these systems are compatible and in compliance with standards for open systems architectures, the Open Systems Interconnection (OSI) and International Standards Organization (ISO) reference models, and profiles of standards - such as Institute of Electrical Electronic Engineer (IEEE) Open Systems Environment (OSE) reference model - as they apply to the implementation and specification of Information Management (IM) solution of the application platform, across the application program interface (API), and the external environment/software application. Evaluates analytically and systematically problems of work flows, organization, and planning and develops appropriate corrective action.

**Minimum Education/Minimum General Experience:** Bachelors Degree in a recognized field of engineering or a closely related field of study. This position requires a minimum of twelve (12) years experience of which eight (8) must be specialized. Specialized experience includes use of structured analysis, design methodologies and design tools, technical architectures, including the DoDAF. Four additional years of experience may substitute for college degree. A Masters Degree may substitute for two years experience. A PhD degree may substitute for six years experience.

**ACT220 Subject Matter Expert III - Functional Responsibility:** Provide expertise or guidance to security, telecommunications or IT project in subject matter area of specialized knowledge, as called out in a task order or statement of work. Expertise may be called out in product selection, enterprise architecture, system design, engineering, intelligence systems, security and other technical, operational, and analytical disciplines to include reliability, maintainability and life cycle cost management that is necessary for task execution and completion. Experienced in the operational environment and using high-level functional systems analysis, design, integration, documentation, and implementation methodologies on problems which require knowledge of the subject matter for effective implementation. Participates as needed in all phases of engineering design and software development with emphasis on the planning, analysis, testing, integration, documentation and presentation phases. Designs and prepares technical reports, data bases, studies, and related documentation, makes charts and graphs to record results. Prepares and delivers presentations and briefings as required by the order. Has extensive knowledge of security requirements for specialized information transfer applications and is skilled in preparing technical reports and providing other services. May provide expert-level analytical and technical leadership to projects involving training, tactical/operational documentation, IT support, telecommunication systems, security systems design or other efforts requiring operations expertise in a converged environment.

**Minimum Education/Minimum General Experience:** Bachelors Degree in a recognized field of engineering or a closely related field of study. This position requires a minimum of twelve

(12) years experience of which eight (8) must be specialized. Specialized experience includes recent relevant expertise in the subject area for security, telecommunications or IT deployments. Advanced degree or professional certification, such as PE, in the area of specialization may substitute for two years of experience. A PhD degree may substitute for six years experience.

**ACT222 Subject Matter Expert II - Functional Responsibility:** Provide expertise or guidance to security, telecommunications or IT project in subject matter area of specialized knowledge, as called out in a task order or statement of work. Expertise may be called out in product selection, enterprise architecture, system design, engineering, intelligence systems, security and other technical, operational, and analytical disciplines to include reliability, maintainability and life cycle cost management that is necessary for task execution and completion. Experienced in the operational environment and using high-level functional systems analysis, design, integration, documentation, and implementation methodologies on problems which require knowledge of the subject matter for effective implementation. Participates as needed in all phases of engineering design and software development with emphasis on the planning, analysis, testing, integration, documentation and presentation phases. Designs and prepares technical reports, data bases, studies, and related documentation, makes charts and graphs to record results. Prepares and delivers presentations and briefings as required by the order. Has extensive knowledge of security requirements for specialized information transfer applications and is skilled in preparing technical reports and providing other services. May provide expert-level analytical and technical guidance to projects involving training, tactical/operational documentation, IT support, telecommunication systems, security systems design or other efforts requiring operations expertise in a converged environment.

**Minimum Education/Minimum General Experience:** Bachelors Degree in a recognized field of engineering or a closely related field of study. This position requires a minimum of eight (8) years experience of which six (6) must be specialized. Specialized experience includes recent relevant expertise in the subject area for security, telecommunications or IT deployments. Advanced degree or professional certification, such as PE, in the area of specialization may substitute for two years of experience. A PhD degree may substitute for six years experience.

**ACT224 Subject Matter Expert I - Functional Responsibility:** Provide expertise or guidance to security, telecommunications or IT project in subject matter area of specialized knowledge, as called out in a task order or statement of work. Expertise may be called out in product selection, enterprise architecture, system design, engineering, intelligence systems, security and other technical, operational, and analytical disciplines to include reliability, maintainability and life cycle cost management that is necessary for task execution and completion. Experienced in the operational environment and using high-level functional systems analysis, design, integration, documentation, and implementation methodologies on problems which require knowledge of the subject matter for effective implementation. Participates as needed in all phases of engineering design and software development with emphasis on the planning, analysis, testing, integration, documentation and presentation phases. Assists in the designs and preparation of technical reports, data bases, studies, and related documentation, makes charts and graphs to record results. Assists in the preparation of presentations and briefings as required by the order. Has knowledge of security requirements for specialized information transfer applications and is skilled in preparing technical reports and providing other services. May provide expert-level analytical and technical support to projects involving training, tactical/operational documentation, IT

support, telecommunication systems, security systems design or other efforts requiring operations expertise in a converged environment.

**Minimum Education/Minimum General Experience:** Bachelors Degree in a recognized field of engineering or a closely related field of study. This position requires a minimum of four (4) years experience of which all (4) must be specialized. Specialized experience includes recent relevant expertise in the subject area for security, telecommunications or IT deployments. Advanced degree or professional certification, such as PE, in the area of specialization may substitute for two years of experience.

**ACT230 Communications Engineer – Functional Responsibility:** Provides guidance and multi-disciplined leadership to evaluate client telecommunications, telephony, and associated cable needs and develops an effective Engineering Installation Plan based on customer and industry standards. The Communications Engineer is responsible for the supervision of assigned personnel, subcontractor performance and overall implementation of the Quality Control Plan.

**Minimum Education/Minimum General Experience:** Bachelor's degree with seven years of related cable plan design of increasing complexity in the US military environment or an equivalent combination of education and experience. Must possess all required certifications and permits for working in the host nation. Technical certification such as RCDD or MSCE and relevant military technical training may be substituted for college degree.

**ACT240 Engineer III - Functional Responsibility:** Performs engineering work in research, development and design work such as logic design, circuit design, I/O design, detector design, firmware development, SCADA, model information, cost projection, computer architecture analysis and design, IT support, and systems engineering. Performs work to transform system requirements and architecture to a complete design, including but not limited to systems integration, engineering change/configuration management, quality assurance, and test and evaluation (including IT aspects of facility management such as habitability, security, equipment/furniture, space, operations etc) on IT, communications and video systems. Interacts at the highest levels with client engineers and customers. Evaluates and approves operational requirements from the user community and establishes system requirements using industry-standard system development methodologies. Work requires the highest degree of creative ability, engineering and programming skills, and independent judgment. May coordinate and technically lead projects and subordinate engineers.

**Minimum Education/Minimum General Experience:** Bachelors Degree in a recognized field of engineering or a closely related field of study. This position requires a minimum of six (6) years experience. Four additional years of experience may substitute for college degree. Masters degree may substitute for four years experience.

**ACT242 Engineer II - Functional Responsibility:** Performs standard engineering development and design work such as logic design, circuit design, I/O design, detector design, firmware development, SCADA, model information, cost projection, computer architecture analysis and design, IT support, and systems engineering. Projects may include fabrication, modification, and evaluation of components or circuitry for use in IT, communications, security, and telecommunications electronic equipment. May be assigned to interact with client engineers, respond to technical questions or requests from customers, and implement systems at customer sites. Performs a full range of engineering tasks represented by the activities listed under less

senior engineering positions. Work requires a high degree of creative ability and engineering and programming skills. May coordinate and/or lead the work of subordinate engineers on assigned projects.

**Minimum Education/Minimum General Experience:** Bachelors Degree in a recognized field of engineering or a closely related field of study. This position requires a minimum of four (4) years experience. Four additional years of experience may substitute for college degree. Masters degree may substitute for four years experience.

**ACT244 Engineer I - Functional Responsibility:** Performs standard engineering development and design work such as logic design, circuit design, I/O design, detector design, firmware development, SCADA, model information, cost projection, computer architecture analysis and design, IT support, and systems engineering. Projects may include fabrication, modification, and evaluation of components or circuitry for use in IT, communications, security, and telecommunications electronic equipment. May be assigned to interact with client engineers, respond to technical questions or requests from customers, and implement systems at customer sites.

**Minimum Education/Minimum General Experience:** Bachelors Degree in a recognized field of engineering or a closely related field of study. This position requires a minimum of two (2) years experience. Four additional years of experience may substitute for college degree.

**ACT310 Installation Technician IV – Functional Responsibility:** Assists Engineering personnel with or conducts independent site surveys, assesses and documents current site unique aspects/configuration and customer requirements. Analyzes existing requirements and prepares site-specific reports for Engineering and management review. Assists with the preparation and implements site installation Technical Design Packages. Develops installation schedules. Prepares drawings documenting configuration changes at each site (as built). Prepares site installation and test reports. Configures computer, communications devices, and peripheral equipment. Installs net hardware. Trains site personnel in proper use of hardware. Builds specialized interconnecting cables. Responsible for interfacing with the client and documenting task progress through daily reports as required. This position would serve as the Team Leader/Lead Technician and reports to the Project Manager.

**Minimum Education/Minimum General Experience:** High school diploma. This position requires a minimum of five years experience of which at least three years must be specialized. Specialized experience includes analysis and installation of cable plants, analysis and installation of local area nets, fiber optic, and coaxial cable installation, specialized interconnect cable design and fabrication, and analysis and installation of communications systems. This individual is fully qualified on the use of all test equipment and the preparation of site test data and documentation. Proven ability to work independently or under only limited supervision.

**ACT312 Installation Technician III – Functional Responsibility:** This individual is fully qualified in the termination of cabling, including CAT 5e, CAT 6, Fiber Optic, and Coaxial, in accordance with EIA/TIA standards. Assists Engineering and management personnel with site QC inspections and the verification of quality material delivered to the work site. This individual is the assistant team leader and, in the absence of the lead technician, supervises the on-site work crew. May assist with site surveys.

**Minimum Education/Minimum General Experience:** High school diploma. This position requires a minimum of five years experience of which at least three years must be specialized. Specialized experience includes installation of cable plants, fiber optic and coaxial cable installation, specialized interconnect cable design and fabrication. This individual is fully qualified on the use of all test equipment and the preparation of site test data and documentation. Manufacturers technical training is highly desirable. Proven ability to work independently or under only limited supervision.

**ACT314 Installation Technician II – Functional Responsibility:** This individual is experienced with the installation of either CAT 5e, CAT 6, Fiber Optic, or Coaxial Cable systems. This individual has working experience with test equipment, hand power tools and general technical knowledge of electric or electronic equipment and systems.

**Minimum Education/Minimum General Experience:** High school diploma. This position requires a minimum of two years experience.

**ACT316 Installation Technician I - Functional Responsibility:** This individual has basic knowledge with the installation of either CAT 5e, CAT 6, Fiber Optic, or Coaxial Cable systems. This individual has basic working knowledge with test equipment, hand power tools and general technical knowledge of electric or electronic equipment and systems. Works under supervision.

**Minimum Education/Minimum General Experience:** High school diploma/GED. This position requires 6 months to 2 years experience in the IT industry. Must be cognizant of safety and general installation practices.

**ACT320 Electronics Specialist, Senior - Functional Responsibility:** Responsible for installing, inspecting, testing, and troubleshooting electronic equipment and systems. Makes repairs using standard techniques and will also be involved with installing, setting up, checking, and correcting electronic systems that may include voice, data, video, and converged services. Must have knowledge of basic electronic principles, circuitry, and equipment adhering to pre-established guidelines of the organization's engineering specifications. Has knowledge of commonly-used concepts, practices, and procedures within the electronics field. Has basic competency skills with basic hand tools and machine tools using in electronics. Relies on significant experience and judgment to plan and accomplish goals. Performs a variety of tasks. May perform as site team leader on deployments or conduct site surveys. A large degree of creativity and latitude is required. Responsible for interfacing with the client and documenting task progress through daily reports and drawing updates. Typically reports to a program or project manager.

**Minimum Education/Minimum General Experience:** Two years of College or Associates Degree. This position requires a minimum of eight (8) years experience. Two additional years of experience may substitute for college or associates degree. Normally requires trade school or special training.

**ACT322 Electronics Specialist - Functional Responsibility:** Responsible for installing, inspecting, testing, and troubleshooting electronic equipment and systems. Makes repairs using standard techniques and will also be involved with installing, setting up, checking, and correcting electronic systems that may include voice, data, video, and converged services. Must have knowledge of basic electronic principles, circuitry, and equipment adhering to pre-established

guidelines of the organization's engineering specifications. Has knowledge of commonly-used concepts, practices, and procedures within the electronics field. Has basic competency skills with basic hand tools and machine tools using in electronics. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. May perform as site team leader on deployments or conduct site surveys. A certain degree of creativity and latitude is required. Responsible for interfacing with the client and documenting task progress through daily reports and drawing updates. Typically reports to a program or project manager.

**Minimum Education/Minimum General Experience:** Two years of College or Associates Degree. This position requires a minimum of five (5) years experience. Two additional years of experience may substitute for college or associates degree. Normally requires trade school or special training.

**ACT340 Telecommunications Network Designer - Functional Responsibility:** Manages and controls the activities of a Major Project or Branch involved in determining and evaluating system and subsystem mission requirements and in establishing, evaluating and recommending performance criteria that best fulfill these requirements. Examines, evaluates and/or determines present and potential system and subsystem mission requirements. Establishes, evaluates and/or recommends performance and operational criteria for system concepts to fulfill mission requirements. Aids in system design optimization. Evaluates and makes recommendations on specific system designs in terms of operational suitability and effectiveness in fulfilling mission requirements and in comparison with competing systems. Formulates, establishes, and implements analytical techniques for determining the utility, feasibility and adequacy of current and future designs in terms of mission and operational and cost factors. Directs proposal and study activities related to systems analysis or evaluation including the preparation, presentation and follow-up of proposals and studies with the customer. Requires a BS degree in a recognized field of engineering or a closely related field of study.

**Minimum Education/Minimum General Experience:** Bachelors Degree in a recognized field of engineering or a closely related field of study. This position requires a minimum of ten (10) years experience. Four additional years of experience may substitute for college degree.

**ACT342 Telecommunications Specialist, Senior - Functional Responsibility:** Responsible for supporting telecommunications systems with clients. Must have experience with work in the design, installation, maintenance, and repair of telecommunications systems and equipment, such as data and voice systems including digital computers, peripheral equipment, mobile digital terminal equipment, multi-line telephone systems, various types of PBX's, station equipment, call sequencers and distributors, electronic processors, microwave radios, transmitters, receivers, consoles and other communications and IP based security equipment. Must possess experience in communications software, hardware or networks. Experience includes protocol analysis and knowledge of OSI protocol (TCP/IP, X.25, X.400, and X.500). Experience with ATM, frame, relay bridges, routers, gateways, FDDI, and Gigabit Ethernet is required. CNA or CCNP experience is desired, as well as supervising the operation and maintenance of communication network systems, mainframe, mini or client/server based systems. Evaluates communication hardware and software, troubleshoots LAN/MAN/WAN and network related problems. Provides technical expertise for performance and configuration of networks. Schedules conversions and cutovers. Supervises maintenance of systems.

**Minimum Education/Minimum General Experience:** Two years of College or Associates Degree. This position requires a minimum of six (6) years experience. Two additional years of experience may substitute for college or associates degree.

**ACT344 Telecommunications Specialist - Functional Responsibility:** Responsible for supporting telecommunications systems with clients. Must have experience with work in the installation, maintenance, and repair of telecommunications systems and equipment, such as data and voice systems including digital computers, peripheral equipment, mobile digital terminal equipment, multi-line telephone systems, various types of PBX's, station equipment, call sequencers and distributors, electronic processors, microwave radios, transmitters, receivers, consoles and other communications and IP based security equipment. Must possess experience in communications software, hardware or networks particularly with Ethernet and IP services. Supports the installation planning, transition, and cutover of network components.

**Minimum Education/Minimum General Experience:** High school diploma. This position requires a minimum of two (2) years experience. Normally requires trade school or special training.

**ACT360 IT Specialist III - Functional Responsibility:** Supervises teams of configuration specialist in meeting network requirements and develops operational requirements from site surveys / surveys of the user community and establishes IT system requirements using analysis of the requirements and needs of the user. Formulates and enforces standards, directs and supervises staff and personnel, preparing or approving work schedules, reviewing work, resolving discrepancies, and communicating policies, and goals to subordinates. Supervises design work to effectively lead the IT and network effort and to transform overall requirements and architecture to a complete engineering design. This may include the application of multiple engineering disciplines to IT and business modeling, analyses, specification development, hardware and software planning / implementation / modification / coding, scheduling, configuration changes and test reports for computer systems, messaging and telecommunications systems. Uses specialized knowledge in exercising Quality Assurance, Configuration Management, and reliability and maintainability to control design and production, and minimize life cycle cost.

**Minimum Education/Minimum General Experience:** Bachelors Degree. This position requires a minimum of eight (8) years experience of which the last (4) must be specialized in IT systems and network installation and support. Is highly knowledgeable and experienced with typical IT and network systems. Four (4) years of experience may be substituted for college degree. Advanced degree may substitute for two years of experience.

**ACT362 IT Specialist II - Functional Responsibility:** Analyzes and develops new IT requirements; reviews specifications for IT equipment acquisitions; and modifies IT hardware as necessary to meet specialized user needs. Conducts site surveys to assess and document current site IT and network configurations and user requirements. Assists in preparation of engineering plans and site installation technical design packages. Performs network installation efforts. Reviews and evaluates site installation and test reports. Coordinates installation operations and maintenance support. May oversee efforts of more junior level IT Configuration staff. This may include the application of multiple engineering disciplines to IT and business modeling, analyses, specification development, hardware and software planning / implementation / modification /

coding, scheduling, configuration changes and test reports for computer systems, messaging and telecommunications systems.

**Minimum Education/Minimum General Experience:** Requires a Bachelor's degree in mathematics, computer science, engineering, business, or related field and two years experience or equivalent. Relevant experience, certification from a technical school or military organization or other credentials may be substituted for Bachelor's degree based on depth, breadth and relevance to information technology subject matter.

**ACT364 IT Specialist I - Functional Responsibility:** Analyzes and develops new IT requirements; prepares specifications for IT equipment acquisitions; and modifies IT hardware as necessary to meet specialized user needs. Conducts site surveys to assess and document current site IT and network configuration and user requirements. Prepares implementation plans and site installation technical design packages. Prepares configuration change drawings and documentation at each site. Prepares site installation and test reports. Coordinates installation operations and maintenance support. Some or all work may be carried out independently. This may include the application of multiple engineering disciplines to IT and business modeling, analyses, specification development, hardware and software planning / implementation / modification / coding, scheduling, configuration changes and test reports for computer systems, messaging and telecommunications systems.

**Minimum Education/Minimum General Experience:** Requires a Bachelor's degree in mathematics, computer science, engineering, business, or related field. Relevant experience, certification from a technical school or military organization or other credentials may be substituted for Bachelor's degree based on depth, breadth and relevance to information technology subject matter.

**ACT380 Project Analyst - Functional Responsibility:** Working under general supervision to lead IT project planning, scheduling, monitoring, and reporting activities in a project/program office environment. Analyzes and reports IT project economics including costs, operational budgets, staffing requirements, resources, and risk. May create and help control project/program documentation to include inputs for WBS, project plan, requirements, risk schedule, and change control. Works closely with client's project/program office. Adheres to quality standards. Develops awareness on emerging technologies and project management techniques.

**Minimum Education/Minimum General Experience:** High school diploma/GED. Two years of experience in IT industry. General knowledge of project planning and support tools.

**ACT430 CAD III - Functional Responsibility:** Develops designs and layouts of systems, units, and or components to carry out design concepts and requirements. Schedules work and reviews and checks completed work assignments. Develops complete major layout and engineering drawings of complicated components and assemblies such as schematic interconnect lists, parts breakdowns, device placements, horizontal and backbone runs, as built configuration views, wire lists, etc. from notes, rough sketches or general instructions of engineers and designers; makes mathematical calculations as required; determines scaling, inserts necessary reference planes, centering and dimension lines, hidden line interpolation and sectioning. Prepares working plans, detailed drawings and complete telecommunications and/or security drawings and layouts of components and assemblies for installation site preparation purposes. May take measurements or make observations of shop or field installations; makes routine

engineering computations, prepares specifications, and makes adjustments in drawings and specifications; prepares material lists and engineering orders, change requests, etc. Extracts data from technical material to incorporate in drawings. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May direct and lead the work of others. Typically reports to a manager or head of a unit/department. A wide degree of creativity and latitude is expected.

**Minimum Education/Minimum General Experience:** Two years of college or an Associate Degree. This position requires a minimum of six years drafting experience. A diversified drafting background is required. Four additional years may substitute for Associate Degree.

**ACT432 CAD II - Functional Responsibility:** Develops engineering drawings, using computer based drawing packages such as CAD 13 or higher. Develops engineering drawings for EIPs, site plans, electrical interconnects, and mechanical plans for special installations. Must have experience in the architectural/engineering industry drafting diagrams and floor plans specifically for telecommunications cabling and equipment. Transforms initial rough product designs using computer aided design (CAD) into working documents. Reviews engineering drawing and designs to ensure adherence to established specifications and standards. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Typically reports to a supervisor or manager.

**Minimum Education/Minimum General Experience:** High school diploma. This position requires a minimum of five years drafting experience. A diversified drafting background is required. Proven ability to work independently or under only limited supervision.

**ACT434 CAD I - Functional Responsibility:** Individual with experience using AutoCAD, release 13 or later, within the past five years. Must have experience in the architectural/engineering industry drafting diagrams and floor plans specifically for telecommunications cabling and equipment. Transforms initial rough product designs using computer aided design (CAD) into working documents. Reviews engineering drawing and designs to ensure adherence to established specifications and standards. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

**Minimum Education/Minimum General Experience:** High school diploma. This position requires a minimum of one year drafting experience. A diversified drafting background is required.

**ACT440 Training Specialist, Senior - Functional Responsibility:** Designs and conducts client training programs. Prepares and modifies training materials. Conducts research to develop and revise training courses and prepare appropriate training materials. Trains personnel through formal classroom courses, workshops and seminars. Develops computer based training materials and courses. Monitors and reports the effectiveness of training conducted. Involved in initial plan design and existing plan enhancements. Familiar with standard concepts, practices, and procedures within a particular field. Relies on extensive experience and judgment to plan

and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. Works under general supervision.

**Minimum Education/Minimum General Experience:** Bachelors Degree. This position requires a minimum of eight (8) years experience of which the last (4) must be specialized. Specialized experience includes recent relevant expertise in training and development of training packages. Four (4) years of experience may be substituted for college degree. Advanced degree may substitute for two years of experience.

**ACT442 Training Specialist - Functional Responsibility:** Participates in, and conducts client training programs in support of IT programs. Prepares and modifies training materials. Trains personnel through formal classroom courses, workshops and seminars. Develops computer based training materials and courses. Monitors and reports the effectiveness of training conducted. May be involved in initial plan design and existing plan enhancements. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under direct supervision.

**Minimum Education/Minimum General Experience:** Bachelors Degree. This position requires a minimum of two (2) years experience of which all must be specialized. Specialized experience includes recent relevant expertise in IT training and development of computer based training packages. Four (4) additional years of experience may be substituted for college degree. An advanced degree may substitute for two years of experience.

**Atlantic CommTech Corporation  
Schedule of Labor Prices – Government Unit Prices**

<b>CONUS Items</b>	<b>Position Title</b>	<b>1/18/2010-1/17/2011</b>	<b>1/18/2011-1/17/2012</b>	<b>1/18/2012-1/17/2013</b>	<b>1/18/2013-1/17/2014</b>	<b>1/18/2014-1/17/2015</b>
ACT110	Program Manager, Senior	\$123.60	\$127.31	\$131.13	\$135.06	\$139.11
ACT112	Program Manager	\$92.58	\$95.36	\$98.22	\$101.17	\$104.21
ACT120	Project Manager, Senior	\$105.58	\$108.75	\$112.01	\$115.37	\$118.83
ACT122	Project Manager	\$83.71	\$86.22	\$88.81	\$91.47	\$94.21
ACT210	Enterprise Architect	\$132.61	\$136.59	\$140.69	\$144.91	\$149.26
ACT212	Principal Systems Architect	\$122.00	\$125.66	\$129.43	\$133.31	\$137.31
ACT220	Subject Matter Expert III	\$180.25	\$185.66	\$191.23	\$196.97	\$202.88
ACT222	Subject Matter Expert II	\$128.75	\$132.61	\$136.59	\$140.69	\$144.91
ACT224	Subject Matter Expert I	\$116.70	\$120.20	\$123.81	\$127.52	\$131.35
ACT230	Communications Engineer	\$81.48	\$83.92	\$86.44	\$89.03	\$91.70
ACT240	Engineer III	\$106.09	\$109.27	\$112.55	\$115.93	\$119.41
ACT242	Engineer II	\$76.38	\$78.67	\$81.03	\$83.46	\$85.96
ACT244	Engineer I	\$64.71	\$66.65	\$68.65	\$70.71	\$72.83
ACT310	Installation Technician IV	\$72.49	\$74.66	\$76.90	\$79.21	\$81.59
ACT312	Installation Technician III	\$68.25	\$70.30	\$72.41	\$74.58	\$76.82
ACT314	Installation Technician II	\$60.73	\$62.55	\$64.43	\$66.36	\$68.35
ACT316	Installation Technician I	\$48.80	\$50.26	\$51.77	\$53.32	\$54.92
ACT320	Electronics Specialist, Senior	\$76.58	\$78.88	\$81.25	\$83.69	\$86.20
ACT322	Electronics Specialist	\$62.38	\$64.25	\$66.18	\$68.17	\$70.22
ACT340	Telecommunications Network Designer	\$106.09	\$109.27	\$112.55	\$115.93	\$119.41
ACT342	Telecommunications Specialist, Senior	\$87.53	\$90.16	\$92.86	\$95.65	\$98.52
ACT344	Telecommunications Specialist	\$65.78	\$67.75	\$69.78	\$71.87	\$74.03
ACT360	IT Specialist III	\$90.18	\$92.89	\$95.68	\$98.55	\$101.51
ACT362	IT Specialist II	\$68.96	\$71.03	\$73.16	\$75.35	\$77.61
ACT364	IT Specialist I	\$58.35	\$60.10	\$61.90	\$63.76	\$65.67
ACT380	Project Analyst	\$58.35	\$60.10	\$61.90	\$63.76	\$65.67
ACT430	CAD III	\$78.51	\$80.87	\$83.30	\$85.80	\$88.37
ACT432	CAD II	\$60.88	\$62.71	\$64.59	\$66.53	\$68.53
ACT434	CAD I	\$45.09	\$46.44	\$47.83	\$49.26	\$50.74
ACT440	Training Specialist, Senior	\$70.97	\$73.10	\$75.29	\$77.55	\$79.88
ACT442	Training Specialist	\$58.35	\$60.10	\$61.90	\$63.76	\$65.67

<b>OCONUS Items</b>	<b>Position Title</b>	<b>1/18/2010- 1/17/2011</b>	<b>1/18/2011- 1/17/2012</b>	<b>1/18/2012- 1/17/2013</b>	<b>1/18/2013- 1/17/2014</b>	<b>1/18/2014- 1/17/2015</b>
ACT111	Program Manager, Senior	\$173.04	\$178.23	\$183.58	\$189.09	\$194.76
ACT113	Program Manager	\$129.61	\$133.50	\$137.51	\$141.64	\$145.89
ACT121	Project Manager, Senior	\$147.81	\$152.25	\$156.82	\$161.52	\$166.37
ACT123	Project Manager	\$117.19	\$120.71	\$124.33	\$128.06	\$131.90
ACT211	Enterprise Architect	\$185.65	\$191.22	\$196.96	\$202.87	\$208.96
ACT213	Principal Systems Architect	\$170.80	\$175.92	\$181.20	\$186.64	\$192.24
ACT221	Subject Matter Expert III	\$252.35	\$259.92	\$267.72	\$275.75	\$284.02
ACT223	Subject Matter Expert II	\$180.25	\$185.66	\$191.23	\$196.97	\$202.88
ACT225	Subject Matter Expert I	\$163.38	\$168.28	\$173.33	\$178.53	\$183.89
ACT231	Communications Engineer	\$114.07	\$117.49	\$121.01	\$124.64	\$128.38
ACT241	Engineer III	\$148.53	\$152.98	\$157.57	\$162.30	\$167.17
ACT243	Engineer II	\$106.93	\$110.14	\$113.44	\$116.84	\$120.35
ACT245	Engineer I	\$90.59	\$93.31	\$96.11	\$98.99	\$101.96
ACT311	Installation Technician IV	\$101.49	\$104.53	\$107.67	\$110.90	\$114.23
ACT313	Installation Technician III	\$95.55	\$98.42	\$101.37	\$104.41	\$107.54
ACT315	Installation Technician II	\$85.02	\$87.57	\$90.20	\$92.91	\$95.70
ACT317	Installation Technician I	\$68.32	\$70.37	\$72.48	\$74.65	\$76.89
ACT321	Electronics Specialist, Senior	\$107.21	\$110.43	\$113.74	\$117.15	\$120.66
ACT323	Electronics Specialist	\$87.33	\$89.95	\$92.65	\$95.43	\$98.29
ACT341	Telecommunications Network Designer	\$148.53	\$152.98	\$157.57	\$162.30	\$167.17
ACT343	Telecommunications Specialist, Senior	\$122.54	\$126.22	\$130.01	\$133.91	\$137.93
ACT345	Telecommunications Specialist	\$92.09	\$94.85	\$97.70	\$100.63	\$103.65
ACT361	IT Specialist III	\$126.25	\$130.04	\$133.94	\$137.96	\$142.10
ACT363	IT Specialist II	\$96.54	\$99.44	\$102.42	\$105.49	\$108.65
ACT365	IT Specialist I	\$81.69	\$84.14	\$86.66	\$89.26	\$91.94
ACT381	Project Analyst	\$81.69	\$84.14	\$86.66	\$89.26	\$91.94
ACT431	CAD III	\$109.91	\$113.21	\$116.61	\$120.11	\$123.71
ACT433	CAD II	\$85.23	\$87.79	\$90.42	\$93.13	\$95.92
ACT435	CAD I	\$63.13	\$65.02	\$66.97	\$68.98	\$71.05
ACT441	Training Specialist, Senior	\$99.36	\$102.34	\$105.41	\$108.57	\$111.83
ACT443	Training Specialist	\$81.69	\$84.14	\$86.66	\$89.26	\$91.94

## **USA Commitment to Promote Small Business Participation Procurement Programs**

### **Preamble**

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

### **Commitment**

To actively seek and partner with small businesses.

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

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

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

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

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

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

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in Federal Government contracts. To accelerate potential opportunities please contact Atlantic CommTech Corporation's Director at 757-858-5303, or by facsimile at 757-858-5308, or e-mail at [contracts@act-corp.com](mailto:contracts@act-corp.com)