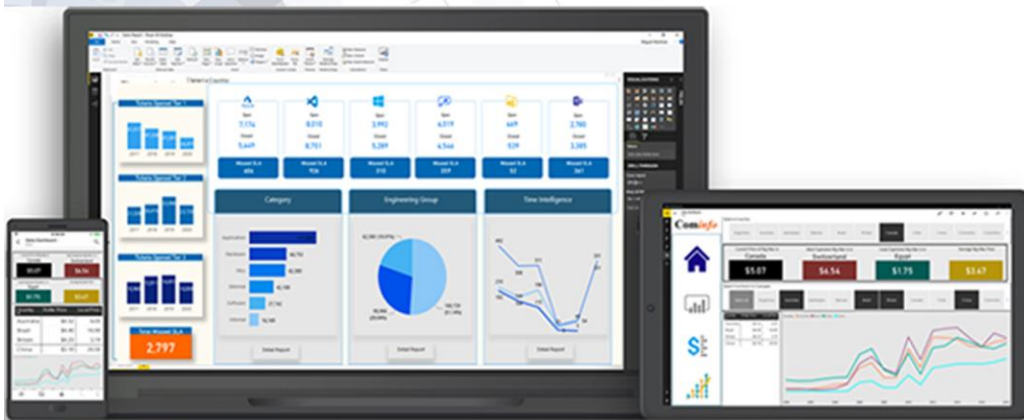


# Cominfo



Period Covered by Contract: Nov 25, 2019 to Nov 24, 2024

## Analytics | Automation | Visualization



General Services Administration  
Federal Acquisition Service

Contract Number: GS-35F-0077W

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

**Imad Rehman**

800.669.4748

15305 Comus Ct

Woodbridge, VA 22193

irehman@cominfo.com | www.cominfo.com



— Small Woman Owned Business —

Pricelist current through dated November 25, 2019

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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<b>INFORMATION FOR ORDERING ACTIVITIES APPLICABLE TO ALL SPECIAL ITEM NUMBERS</b>
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**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](http://www.fss.gsa.gov)). The catalogs/pricelists, GSA Advantage! and the Federal Acquisition 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 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:**

*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:****CONTRACTOR'S ORDERING ADDRESS**

15305 Comus Ct  
Woodbridge, VA 22193

**CONTRACTOR'S PAYMENT ADDRESS**

15305 Comus Ct  
Woodbridge, VA 22193

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(s) can be used by ordering activities to obtain technical and/or ordering assistance:

**800-669-4748 or 703-451-0390**

When Authorized Dealers are allowed by the Contractor to bill ordering activities and accept payment, the order and/or payment must be in the name of the Contractor, in care of the Authorized Dealer.

### **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. STATICAL 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: 11-192-3236

Block 30: Type of Contractor - A. Small Disadvantaged Business

A. Small Disadvantaged Business

B. Other Small Business

C. Large Business

G. Other Nonprofit Organization

L. Foreign Contractor

Block 31: Woman-Owned Small Business - Yes Block 36: Contractor's  
Taxpayer Identification Number (TIN): 01-0593026

4a. CAGE Code: 3C093

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

1. **FOB DESTINATION**
2. **DELIVERY SCHEDULE**

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

SPECIAL ITEM NUMBER DELIVERY TIME (Days ARO) \_132-51\_\_\_\_\_ \_5\_\_\_ Days  
\_\_\_\_\_ Days

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.

a. Prompt Payment: None - Net 30 days from receipt of invoice or date of acceptance, whichever is later.

b. Quantity: None

c. Dollar Volume: None

d. Government Educational Institutions: None

e. 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:**

**10. Small Requirements:** The minimum dollar value of orders to be issued is \$\_100\_\_.

**11. MAXIMUM ORDER (All dollar amounts are exclusive of any discount for prompt payment.)**

a. The Maximum Order value for the following Special Item Numbers (SINs) is \$500,000: Special Item Number 132-51 - Information Technology (IT) Professional Services

**12. ORDERING PROCEEDURES FOR FEDERAL SUPPLY 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:** ordering activities acquiring products from this Schedule must comply with the provisions of the Federal Standards Program, as appropriate (reference: NIST Federal Standards Index). Inquiries to determine whether or not specific products listed

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

**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

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

- (1) Manufacturer;
- (2) Manufacturer's Part Number; and
- (3) 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.gsaadvantage.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:

**NONE**

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).

**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 1329.

**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:

**To be addressed on a task order basis.**

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)

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<b>TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51)</b>
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**SCOPE**

a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT Professional Services within the scope of this Information Technology Schedule.

b. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

**2. PERFORMANCE INCENTIVES I-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 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 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 Professional Services.

**9. INDEPENDENT CONTRACTOR** All IT 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 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/IAM Professional 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 52.212-4 (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 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/IAM PROFESSIONAL SERVICES AND PRICING** Please refer to the labor category descriptions and pricing incorporated into this GSA Pricelist.

USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION  
PROCUREMENT PROGRAMS

PREAMBLE

Cominfo, Inc. 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 small businesses by purchasing from these businesses whenever practical.

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

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

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

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

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

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

**Imad Rehman Exec. Vice President Phone: 800-669-4748 or 703-451-0390 Email: [irehman@cominfo.com](mailto:irehman@cominfo.com) Fax: 703-891-5394**

BEST VALUE BLANKET PURCHASE AGREEMENT FEDERAL SUPPLY SCHEDULE

**Cominfo, Inc.**

In the spirit of the Federal Acquisition Streamlining Act (Ordering Activity) and (Contractor) enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) \_\_\_\_\_.

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

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

Signatures

Ordering Activity Date Contractor Date



BPA NUMBER \_\_\_\_\_

**Cominfo, Inc. 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.

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<b>BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”</b>
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Federal Supply Schedule Contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to a 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 or 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 customers 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.

## LABOR CATEGORIES

1. Project Manager
2. Database Administrator Designer
3. Data Modeler
4. System Engineer
5. Network Engineer
6. Consultant
7. IT Consultant I
8. IT Consultant II
9. IT Consultant III
10. Programmer
11. Web Developer
12. Web Designer
13. Graphic Designer
14. Sr. Business Analyst
15. Sr. Technical Analyst
16. Tester
17. Quality Assurance Engineer
18. Quality Assurance Engineer Senior
19. Systems Administrator
20. Systems Administrator Senior
21. Helpdesk Analyst
22. Technical Writer
23. Technical Writing Specialist
24. Sr. Report Developer
25. Data Analyst
26. ETL (Extract, Transform, and Load) Developer
27. Data Warehouse Developer
28. Business Intelligence Consultant
29. ERP Consultant
30. Subject Matter Expert (SME)
31. BusinessObjects Developer
32. Xcelsius Developer
33. Microsoft Professional
34. Oracle Professional
35. Telecommunication Professional
36. Data Scientist
37. Data Engineer
38. Analytics Developer
39. Cloud Engineer
40. Robotic Process Automation Engineer (RPA)

## Price List

		2019	2020	2021	2022	2023	2024
Labor Category	Catalog Number	Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate
Project Manager	COM101	92	92	92	92	92	92
Database Administrator/Designer	COM102	80	80	80	80	80	80
Data Modeler	COM103	80	80	80	80	80	80
System Engineer	COM104	88	88	88	88	88	88
Network Engineer	COM105	68	68	68	68	68	68
Consultant	COM106	80	80	80	80	80	80
IT Consultant 1	COM107	80	80	80	80	80	80
IT Consultant 2	COM108	88	88	88	88	88	88
IT Consultant 3	COM109	96	96	96	96	96	96
Programmer	COM110	80	80	80	80	80	80
Web Developer	COM111	72	72	72	72	72	72
Web Designer	COM112	72	72	72	72	72	72
Graphic Designer	COM113	72	72	72	72	72	72
Sr. Business Analyst	COM114	88	88	88	88	88	88
Sr. Technical Analyst	COM115	92	92	92	92	92	92
Tester	COM116	52	52	52	52	52	52
Quality Assurance Engineer	COM117	60	60	60	60	60	60
Quality Assurance Engineer Senior	COM118	68	68	68	68	68	68
Systems Administrator	COM119	60	60	60	60	60	60
Systems Administrator Senior	COM120	68	68	68	68	68	68
Helpdesk Analyst	COM121	48	48	48	48	48	48
Technical Writer	COM122	80	80	80	80	80	80
Technical Writing Specialist	COM123	56	56	56	56	56	56
Sr. Report Developer	COM124	72	72	72	72	72	72
Data Analyst	COM125	40	40	40	40	40	40
ETL Developer	COM126	80	80	80	80	80	80
Data Warehouse Developer	COM127	80	80	80	80	80	80
Business Intelligence Consultant	COM128	92	92	92	92	92	92
ERP Consultant	COM129	96	96	96	96	96	96
Subject Matter Expert (SME)	COM130	156	156	156	156	156	156
BusinessObject Developer	COM131	128	128	128	128	128	128
Xcelsius Developer	COM132	120	120	120	120	120	120
Microsoft Certified Professional	COM133	140	140	140	140	140	140
Oracle Certified Professional	COM134	140	140	140	140	140	140
Telecommunication Professional	COM135	120	120	120	120	120	120

Data Scientist	COM136	140	140	140	140	140	140
Data Engineer	COM137	135	135	135	135	135	135
Analytics Developer	COM138	120	120	120	120	120	120
Cloud Engineer	COM139	135	135	135	135	135	135
RPA Developer	COM140	120	120	120	120	120	120
Cyber Security Engineer	COM141	140	140	140	140	140	140

AUTHORIZED INFORMATION TECHNOLOGY SCHEDULE PRICELIST GENERAL  
PURPOSE COMMERCIAL INFORMATION TECHNOLOGY EQUIPMENT, SOFTWARE AND  
SERVICES

**LABOR CATEGORIES DESCRIPTION**

**1- Project Manager** Minimum/General Experience: Five years of experience providing project management similar to that described under functional responsibility and having knowledge and understanding of applicable technical concepts and practices.

**Functional Responsibility:** Serves as project manager for a large, complex task order (or a group of task orders affecting the same common/standard/migration system) and shall assist the Program Manager in working with the ordering activity Contracting Officer (CO), the contract-level Contracting Officer's Representative (COR), the task order-level COR(s), ordering activity management personnel and customer agency representatives. Under the guidance of the Program Manager, responsible for the overall management of the specific task order(s) and ensuring that the technical solutions and schedules in the task order are implemented in a timely manner. Performs enterprise wide horizontal integration planning and interfaces to other functional systems.

**Qualifications:** A Bachelor's degree in Computer Science, Information Systems, and Engineering, Business or other related scientific or technical discipline. This position requires a minimum of Five years of project management experience. Experience includes increasing responsibilities in information systems design and management.

**2- Database Administrator Designer** Minimum/General Experience: Four years of experience providing database and associated database systems administration support, similar to that described under functional responsibility, and having knowledge and understanding of applicable technical concepts and practices.

**Functional Responsibility:** Provides operational support of database management system software, applications software, and system and user data files as configured within the associated database system. Provides maintenance for the integrity of all user/system data files, data verification following system restoration/recovery procedures, and data format conversion procedures during the import and/or export of data. Provides database reporting/printout support. Supports development of operating procedures and user technical manuals. Support ERP Analysts, Designers, Business Specialist and Architectural Experts with enterprise applications programming, workshops, documentation, training and user

support. Efforts will produce business solution models, technical work products, unit-tested code, instructional courseware, data structures, user interfaces, and documentation and enhanced logical processes that will effectively utilize enterprise applications.

**Minimum Education:** A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline or a related Technical Certificate from a Technical School or recognized Vocational Program. In lieu of education an additional Four years of experience is required.

**3- Data Modeler** Minimum/General Experience: Four years of experience providing database and associated database systems administration support and data modeling, similar to that described under functional responsibility, and having knowledge and understanding of applicable technical concepts and practices.

**Functional Responsibility:** Create and/or maintain logical/physical data models using ERwin Data Modeler and Model Manager. Maintain strict configuration control of the data models, and document modifications. Define, review, and contribute to enterprise data architecture policies and standards. Support ERP Analysts, Designers, Business Specialist and Architectural Experts with enterprise applications programming.

**Qualifications:** A Bachelor's degree in Computer Science, Information Systems, Engineering, Business or other related scientific or technical discipline. This position requires a minimum of Five years of project management experience. Experience includes increasing responsibilities in information systems design and management.

**4- System Engineer** Minimum/General Experience: Five years of experience providing computer software applications development and maintenance support, similar to that described under functional responsibility, and having knowledge and understanding of applicable technical concepts and practices.

**Functional Responsibility:** Participates in the analysis of functional business/technical applications and design specifications for functional activities. Assists in the development of block diagram and logic flow charts. Translates detailed design into computer application software. Tests, debugs, and refines the computer software to produce the required product. Helps to prepare required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time or improve efficiency. In addition to above, assists management in the operation of computer and network system suites. Provides hardware and software troubleshooting for the Local/Wide Area Network. Assists in the operation of client-server software and network operations. Submits written recommendations relative to identification, evaluation and implementation of database, client-server, and/or network technology, testing of new operating systems, and new applications software. Provides technical services in the analysis and installation of computing facilities, including installation planning and site preparation. Maintains and troubleshoots network infrastructure. Monitors each system and adjusts/configures each for maximum system performance. Assists in the daily operations of computer center, data center, and network suites. Provides electronic mail/Internet guidelines and procedures. Serves as the office automation technical advisor, making recommendations on the type and

amount of automation equipment needed. Maintains inventory of all Computer Center equipment and supplies. Schedules or performs the repair and/or replacement of defective computer equipment.

**Minimum Education:** Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. Three years of additional experience may be substituted for bachelor's degree.

**5- Network Engineer** Minimum of Five years' experience is required, of which three years must be specialized. Specialized experience required includes: Network installation, configuration, and troubleshooting

**Functional Responsibility:** Assists in the installation and configuration of Local Area (LAN) and wide area network (WAN). Troubleshoot any issues arises in network including data security, connectivity, and performance.

**Minimum Education:** Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. Three years of additional experience may be substituted for bachelor's degree.

**6- Consultant** Minimum/General Experience: Seven years of experience providing computer software applications development and maintenance support, similar to that described under functional responsibility, and having knowledge and understanding of applicable technical concepts and practices.

**Functional Responsibility:** Participates in the analysis of functional business/technical applications and design specifications for functional activities. Assists in the development of block diagram and logic flow charts. Translates detailed design into computer application software. Tests, debugs, and refines the computer software to produce the required product. In addition to above Designs, develops, troubleshoots, debugs, and implements software code (such as HTML, CGI, and JavaScript, Java, DHTML) for components of the website, client server application, and wireless application in support of Information Technology (IT) projects.

**Minimum Education:** Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. Three years of additional experience may be substituted for bachelor's degree.

**7- IT Consultant I** Participates in the analysis of functional business/technical applications and design specifications for functional activities. Assists in the development of block diagram and logic flow charts. Translates detailed design into computer application software. Tests, debugs, and refines the computer software to produce the required product. Helps to prepare required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time and/or improve efficiency.

In addition to above, assists management in the operation of computer and network system suites. Provides hardware and software troubleshooting for the Local/Wide Area Network.

Assists in the operation of client-server software and network operations. Submits written recommendations relative to identification, evaluation and implementation of database, client-server, and/or network technology, testing of new operating systems, and new applications software. Provides technical services in the analysis and installation of computing facilities, including installation planning and site preparation. Maintains and troubleshoots network infrastructure. Monitors each system and adjusts/configures each for maximum system performance. Assists in the daily operations of computer center, data center, and network suites. Provides electronic mail/Internet guidelines and procedures. Serves as the office automation technical advisor, making recommendations on the type and amount of automation equipment needed. Maintains inventory of all Computer Center equipment and supplies. Schedules or performs the repair and/or replacement of defective computer equipment.

**Minimum Education:** Bachelor's Degree in computer science, mathematics, business, or related area, three years additional experience may be substituted for bachelor's degree.

**8- IT Consultant II** Serve as a lead consultant to small team, performs preventive and corrective maintenance on electronic, network, telecommunications, and/or related information systems, equipment, or equipment components. Performs troubleshooting to isolate problems. Assists in the installation of equipment field changes. Aids system and equipment users with emergent or operational problems. Installs new or updated equipment. Maintains equipment configuration records. Uses test equipment, as may be required, to isolate and test system or component for proper operation or fault isolation. Provides phone and in-person technical and operational support to information systems and network users in the areas of electronic mail, directories, passwords, account security, standard desktop applications, network hook-ups, problem logging, and corrective maintenance support. Serves as the initial point of contact for troubleshooting hardware, software, workstation, network, and peripheral problems. Maintains status reports and records of maintenance.

**Minimum Education:** Bachelor's Degree in computer science, mathematics, business, or related area, five years additional experience may be substituted for bachelor's degree.

**9- IT Consultant III** Participates as a Mentor to technical team in the analysis of functional business/technical applications and design specifications for functional activities. Assists in the development of block diagram and logic flow charts. Translates detailed design into computer application software. Tests, debugs, and refines the computer software to produce the required product. In addition to above Designs, develops, troubleshoots, debugs, and implements software code (such as HTML, CGI, and JavaScript, Java, DHTML) for components of the website in support of Information Technology (IT) projects. Works with graphic designers and other members of a project team to develop the site concept, interface design, and architecture of the website. Responsible for interface implementation. Requires strong navigation and site design instincts. Knowledgeable in web development methodology and testing.

**Minimum Education:** Bachelor's Degree in computer science, mathematics, business, or related area, seven years additional experience may be substituted for bachelor's degree.



**10- Programmer Minimum/General Experience:** Five years of experience providing computer software applications development and maintenance support, similar to that described under functional responsibility, and having knowledge and understanding of applicable technical concepts and practices.

**Functional Responsibility:** Participates in the analysis of functional business/technical applications and design specifications for functional activities. Translates detailed design into computer application software. Tests, debugs, and refines the computer software to produce the required product. Helps to prepare required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time or improve efficiency. In addition to above, performs preventive and corrective maintenance on electronic, network, telecommunications, and/or related information systems, equipment or equipment components. Performs troubleshooting to isolate problems. Uses test equipment, as may be required, to isolate and test system or component for proper operation or fault isolation. Show expertise in programming languages such as Java, J2EE, ASP, C, C##, and etc.

**Minimum Education:** Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. Three years of additional experience may be substituted for bachelor's degree.

**11- Web Developer Minimum/General Experience:** Five years of experience providing web development and maintenance, similar to that described under functional responsibility, and having knowledge and understanding of applicable technical concepts and practices.

**Functional Responsibility:** Participates in the analysis of functional business/technical applications and design specifications for functional activities. Translates detailed design into computer application software. Tests, debugs, and refines the web site to produce the required product. Helps to prepare required documentation, including both program-level and user-level documentation. Enhances web sites to reduce operating time or improve efficiency. In addition to above, performs preventive and corrective maintenance on electronic, network, telecommunications, and/or related information systems, equipment or equipment components. Performs troubleshooting to isolate problems. Perform coding in HTML, DHTML, JAVA, JAVA Script, ASP, DotNet, and etc.

**Minimum Education:** Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. Three years of additional experience may be substituted for bachelor's degree.

**12- Web Designer** Under general direction, conceptualizes and executes designs for website. Leads creative sessions with customer, writers and internal staff to determine project requirements. Develops creative concepts and communicates direction to the graphic artist to produce thumbnail sketches and comprehensive layouts. Prepares job estimates and production calendars. Produces camera ready boards, provides art direction during photo shoot and interfaces with photographer to select finished photographs. Interfaces with outside printer during the production process and reviews work for quality.

**Minimum Education:** Associate degree, or a related Technical Certificate from a Technical

School or recognized Vocational Program. In lieu of education an additional Four years of experience is required.

**13- Graphic Designer** Under general direction, conceptualizes and executes designs for brochures, advertisements and specialty applications. Leads creative sessions with customer, writers and internal staff to determine project requirements. Develops creative concepts and communicates direction to the graphic artist to produce thumbnail sketches and comprehensive layouts. Prepares job estimates and production calendars. Produces camera ready boards, provides art direction during photo shoot and interfaces with photographer to select finished photographs. Interfaces with outside printer during the production process and reviews work for quality.

**Minimum Education:** Associate degree, or a related Technical Certificate from a Technical School or recognized Vocational Program. In lieu of education an additional Four years of experience is required.

**14- Sr. Business Analyst** Applies industry specific expertise to recommend and coordinate the development, enhancement, and maintenance of a customer's business systems, processes, and products. Combines industry expertise with information technology to develop innovative business solutions. Leads teams on large projects, studies, and implementations. Leads business studies and presents study results to Cominfo and customer senior management. Leverages industry knowledge and customer relationships. Promotes and directs process improvement activities and training of peers and customers.

**Minimum Education:** Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. Four years of additional experience may be substituted for bachelor's degree.

**15- Sr. Technical Analyst** Performs as a lead technical expert within a team of technical area specialists in a specific software discipline or product, software technique or methodology in support of IT applications. Must possess sufficient in-depth experience to qualify as an expert in the specialized area of expertise and to be able to independently perform all tasks and activities.

**Minimum Education:** Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. Four years of additional experience may be substituted for bachelor's degree.

**16- Tester** Minimum/General Experience: Minimum of Four years' experience is required, of which three years must be specialized. Specialized experience required includes software testing and integration, plus knowledge of system and project life cycles. General experience required includes working with quality control methods and tools. Alternate Experience Requirements: A degree is not required with Six years of specialized experience and eight years of general experience.

**Functional Responsibility:** Assists in the evaluation of software and associated documentation. Participates in formal and informal reviews to determine quality. Also provide technical skills in automated and manual testing of software, applications, database, platform, and requirements.

**Minimum Education:** Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. Three years of additional experience may be substituted for bachelor's degree.

**17- Quality Assurance Engineer** Assists in the evaluation of software and associated documentation, plus knowledge of system and project life cycles. General experience required includes working with quality control methods and tools. Participates in formal and informal reviews to determine quality. Also provide technical skills in automated and manual testing of software, applications, database, platform, and requirements. In addition to above, analyzes and interprets technical information to compose detailed documentation and technical manuals. Conducts complex documentation and user needs analysis. Studies customer environment by analyzing job tasks, organizational structure and user needs to propose documentation solutions. Observes developmental and experiential activities to determine operating procedure and detail for document content. Interviews technical personnel, interprets reports, specifications and drawings to increase understanding of processes and document requirements. Assists others with technical interpretation and appropriate phrasing for document content. May plan documentation development process and coordinate writing projects. Reviews documentation for an entire project to ensure validity, completeness of content and consistency with order, style and terminology standards.

**Minimum Education:** Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. Three years of additional experience may be substituted for bachelor's degree.

**18- Quality Assurance Engineer Senior** Under broad direction, provides management with the knowledge and tools to ensure conformance to requirements and improve the quality processes of the organization. Serves as a focal point within an organization for quality improvement information regarding roles, tasks, requirements, problem solving and measurement criteria and processes. Sets the direction and agenda for the quality improvement team. Assists management in the development and implementation of quality measurement processes in the workplace. Identifies and defines areas of non-conformance to requirements and presents logical procedures for eliminating problems. Continues to focus on quality initiatives and assists in identifying corrective and preventive methods. Consults with multiple levels of management on the vision, direction, and quality initiative plans of the organization.

**Minimum Education:** Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. Five years of additional experience may be substituted for bachelor's degree.

**19- Systems Administrator** Under minimal direction, coordinates operational designs, develops

support plans, coordinates implementations, and provides second level support for local area network (LAN), campus area network (CAN), and wide area network (WAN) solutions encompassing heterogeneous platforms. Develops system support requirements by reviewing and analyzing customer business processes and evaluating available Cominfo and/or supplier capabilities. Leads project teams in implementing new or upgraded designs and coordinates project efforts with support groups. Creates plans that support implementation of changes. Participates in system support design and performance evaluation reviews. Advises on distributed network computing issues. Establishes and maintains security and integrity standards and controls. Ensures support plans and services meet customer needs and expectations. Assists in the evaluation, testing and recommendation of hardware, software, and network configurations based on customer need. Coaches others in the application of new operational support technologies. Analyzes user requirements and statistics to identify trends and resolve performance issues. Coordinates and approves updates of the site administration documentation. Keeps abreast of emerging operational support technologies and industry trends. Recommends appropriate price/performance improvement opportunities.

**Minimum Education:** Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. Three years of additional experience may be substituted for bachelor's degree.

**20- Systems Administrator Senior** Under broad direction, leads and coordinates the operational support and implementation activities for local area network (LAN), campus area network (CAN), and wide area network (WAN) service offerings encompassing heterogeneous platforms. Assists leadership in determining tactical and strategic direction of the organization as it relates to emerging operational support technologies. Researches, analyzes, and recommends new operational support technologies, tools, and techniques. Coaches others on the application of new operational support technologies. Reviews distributed computing and network designs to select appropriate operational support strategies and ensure efficient use of resources. Conducts system support design and performance evaluation reviews. Identifies, develops, and updates operational support standards and procedures. Participates with corporate strategic planning teams. Keeps abreast of emerging operational support technologies and industry trends. Recommends price/performance improvement opportunities.

**Minimum Education:** Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. Five years of additional experience may be substituted for bachelor's degree.

**21- Helpdesk Analyst** Under direct supervision, is responsible for ensuring timely process through which problems are controlled. Includes problem recognition, research, isolation, resolution, and follow-up steps. Is able to resolve less complex problems immediately, while more complex problems are escalated for resolution. Typically involves use of problem management database and help desk system. Escalates more complex problems to senior level. May provide guidance/training for less experience personnel.

**Minimum Education:** Associate degree, or a related Technical Certificate from a Technical School or recognized Vocational Program. In lieu of education an additional Two years of

experience is required.

**22- Technical Writer** Minimum/General Experience: Minimum of Four years' experience is required, of which three years must be specialized. Specialized experience required includes: Technical writing and documentation review, plus knowledge of system and project life cycles.

**Functional Responsibility:** Assists in the evaluation of software and associated documentation. Participates in formal and informal reviews to determine workflow. Conducts complex documentation and user needs analysis. Studies customer environment by analyzing job tasks, organizational structure and user needs to propose documentation solutions. Observes developmental and experiential activities to determine operating procedure and detail for document content. Interviews technical personnel, interprets reports, specifications and drawings to increase understanding of processes and document requirements. Assists others with technical interpretation and appropriate phrasing for document content. May plan documentation development process and coordinate writing projects. Reviews documentation for an entire project to ensure validity, completeness of content and consistency with order, style and terminology standards.

**Minimum Education:** Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. Three years of additional experience may be substituted for bachelor's degree.

**23- Technical Writing Specialist** Under minimal direction, analyzes and interprets highly specialized technical information to compose detailed documentation and technical manuals. Conducts complex documentation and user needs analysis. Studies customer environment by analyzing job tasks, organizational structure and user needs to propose documentation solutions. Observes developmental and experiential activities to determine operating procedure and detail for document content. Interviews technical personnel, interprets reports, specifications and drawings to increase understanding of processes and document requirements. Assists others with technical interpretation and appropriate phrasing for document content. May plan documentation development process and coordinate writing projects. Reviews documentation for an entire project to ensure validity, completeness of content and consistency with order, style and terminology standards.

**Minimum Education:** Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. Three years of additional experience may be substituted for bachelor's degree.

**24- Sr. Report Developer** Support Report developing tools such BusinessObjects, Cognos, Discoverer, Microstrategy, and other reporting tools. Gather requirement with Business Analysts, and end users to define required elements of the report. Collaborate with the Data Warehouse team to design, develop, and fill gaps between available and required data elements. In addition, this individual will participate in Code review and Unit testing, work with QA team to resolve any QA or UAT issues, and work with DBA team to fix performance issues with reports.

**Minimum Education:** Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. Four years of additional experience may be substituted for bachelor's degree.

**25- Data Analyst Minimum/General Experience:** Minimum of two years' experience is required. General experience required includes: databases and database tools.

**Functional Responsibility:** Perform data organization, distribution, and formatting. Performs keying of data and information into information systems and databases using keyboard, workstation, and related information systems interface equipment.

**Minimum Education:** Bachelor's Degree in computer science, mathematics, business, or related area, three years additional experience may be substituted for bachelor's degree.

**26- ETL (Extract, Transform, and Load) Developer Minimum/General Experience:** Five years of experience providing ETL development and support, similar to that described under functional responsibility, and having knowledge and understanding of applicable technical concepts and practices.

**Functional Responsibility:** Support ETL tools such as Informatica, Ab Initio, Data Stage, and Data quality Tools as well as data modeling design. Gather requirement with Business Analysts and ETL Architect to define Source and Data warehouse data model, technical metadata and cleansing/transformation rules. Collaborate with the Data Warehouse team to design and develop required ETL processes; and document required technical metadata. In addition, this individual will participate in Code review and Unit testing, work with QA team to resolve any QA or UAT issues, and work with DBA team to fix performance issues in ETL programs.

**Minimum Education:** Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. Three years of additional experience may be substituted for bachelor's degree.

**27- Data Warehouse Developer Minimum/General Experience:** Five years of experience providing database, associated database systems administration support, and Data Warehousing similar to that described under functional responsibility and having knowledge and understanding of applicable technical concepts and practices.

**Functional Responsibility:** Create and/or maintain logical/physical data models using ERwin Data Modeler and Model Manager. Maintain strict configuration control of the data models, and document modifications. Define, review, and contribute to enterprise data architecture policies and standards. Support is provided to a variety of database systems (e.g., Oracle, SQL Server, DB2, Sybase, and/or Informix). In addition to above, provides operational support of Data Warehousing, Data Mart, Business Intelligence, ETL, and reporting tools. Provides maintenance for the integrity of all data, including source system and target system, data verification and data conversion procedures during the import and/or export of data. Provides database reporting/printout support.

Support of verity of data warehousing tools (e.g., Microstrategy, BusinessObjects, Discoverer, Cognos).

**Minimum Education:** Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. Three years of additional experience may be substituted for bachelor's degree.

**28- Business Intelligence Consultant** Provides operational support of Data Warehousing, Data Mart, Business Intelligence, ETL, and reporting teams. Provides maintenance for the integrity of all data, including source system and target system, data verification and data conversion procedures during the import and/or export of data. Demonstrates knowledge in various Business Intelligence methodology such as Bill Inmon, and Ralph Kimball

**Minimum Education:** Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. Three years of additional experience may be substituted for bachelor's degree.

**29- ERP Consultant** Provides support in implementing ERP systems such as Oracle, SAP, PeopleSoft, and JD Edwards. Also write custom code, design interfaces, applications programming, workshops, and user support. Efforts will produce business solution models, technical work products, unit-tested code, data structures, user interfaces, and enhanced logical processes that will effectively utilize enterprise applications.

**Minimum Education:** Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. Three years of additional experience may be substituted for bachelor's degree.

**30- Subject Matter Expert (SME)** Subject Matter Expert (SME) will help and assist in the development of technical and functional plans, budgets and performance goals. Work as a critical team member and provide technical recommendations for implementation and support of Information Technology solutions.

In addition to above, assists management in the operation of computer and network system suites. Submits written recommendations relative to identification, evaluation and implementation of database, client-server, and/or network technology, testing of new operating systems, and new applications software. Provides technical services in the analysis and installation of computing facilities, including installation planning and site preparation.

**Minimum Education:** Bachelor's Degree in computer science, mathematics, business, or related area, five years additional experience may be substituted for bachelor's degree.

**31- BusinessObjects Developer** Perform many project roles from working with the customer to analyze requirements, interface with project teams to perform rapid development. Leverage knowledge of the software, BusinessObjects platform. Assists in the installation of software, develop Webi and Deski reports, perform user management, and user security. Perform tune BusinessObject server.

**Minimum Education:** Bachelor's Degree in computer science, mathematics, business, or related area, five years additional experience may be substituted for bachelor's degree.

**32- Xcelsius Developer** Responsible for developing dashboards utilizing Xcelsius tool, define PKIs, infrastructure implementation. Actively participate in the program management, of the analytics staff and projects. Assist in the development and validation of all reporting and dashboards. Oversee and ensure the quality of data and structure of the Reporting & Analytics Environment, including the monitoring of DBA (Doing Business As) activities. Assist in the implementation of quality and information distribution standards and processes. Develop effective Business Intelligence designs based on business needs.

**Minimum Education:** Bachelor's Degree in computer science, mathematics, business, or related area, five years additional experience may be substituted for bachelor's degree.

**33- Microsoft Professional** Work as an expert of Microsoft platform. In-depth expertise in one or more of the following specializations: Microsoft Exchange Desktop and Server Management. Server Virtualization (Microsoft Hyper-V, VMware, Citrix) Security (TMG Server, WSUS/Patch Management, Antivirus, Anti-Spam, Content Filtering, Server Hardening) Desktop and Application Virtualization (Terminal Server, Citrix XenApp, VMware View) Server hardware design, configuration, support, and troubleshooting (HP, IBM, Dell) Storage Area Network design, configuration, support and troubleshooting Unified Communications (Office Communication Server) SQL Server SharePoint, Dot.Net, ASP, VB, and Cloud Computing.

**Minimum Education:** Associate degree, or a related Technical Certificate from a Technical School or recognized Vocational Program. In lieu of education an additional Six years of experience is required.

**34- Oracle Professional** Work as an expert of Oracle platform. In-depth expertise in one or more of the following specializations: Oracle Database, Oracle Discoverer, Oracle Applications, Oracle Tools, SQL\*Net, PL/SQL, SQL\*Plus, Developer 2000, and Cloud Computing.

**Minimum Education:** Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. Six years of additional experience may be substituted for bachelor's degree.

**35- Telecommunication Professional** Work as an expert on telecommunications, Audio, Video systems, including maintaining networking equipment, installation of systems, installation of network Voice/Data cabling, PBX equipment, VMware, and perform Wi-Fi Site Survey.

**Minimum Education:** Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. Five years of additional experience may be substituted for bachelor's degree.

**36- Data Scientist** Work as a professional to solve complex data related problems, test innovative approaches and research new solutions to store, manipulate, and present information. Use statistical models and various programming languages such as R, Python, SQL etc. to



examine which questions need answering and where to find the related data.

**Minimum Education:** Associate degree, or a related Technical Certificate from a Technical School or recognized Vocational Program. In lieu of education an additional four years of experience is required.

**37- Data Engineer** Responsible for Assembling large, complex sets of data that meet non-functional and functional requirements. Identify, design, and implement internal process improvements including re-designing infrastructure for greater scalability, optimizing data delivery, and automating manual processes. Build required infrastructure for optimal extraction, transformation and loading of data from various data sources using Azure, AWS, JSON, API, SQL and similar technologies.

**Minimum Education:** Associate degree, or a related Technical Certificate from a Technical School or recognized Vocational Program. In lieu of education an additional four years of experience is required.

**38- Analytics Developer** Work as a developer to build analytical tools to utilize the data pipeline, providing actionable insight into key performance using tools such as Microsoft Power BI, Tableau, Qlik, SAP, etc.

**Minimum Education:** Associate degree, or a related Technical Certificate from a Technical School or recognized Vocational Program. In lieu of education an additional Five years of experience is required.

**39- Cloud Engineer** Work as an expert of Microsoft Azure, Amazon Web Services (AWS), and/or Google platform Engineer. Design, Secure, Migrate, Administer, and Manage cloud infrastructure.

**Minimum Education:** Associate degree, or a related Technical Certificate from a Technical School or recognized Vocational Program. In lieu of education an additional Six years of experience is required.

**40- RPA Developer** Work as an expert of Robotic Process Automation (RPA) developer using various automation tools such as UiPath, Microsoft Power Automate, Blueprism and similar technologies to ensure that the automation solutions are running effectively, resolve technical challenges with automation solutions particularly RPA architecture, infrastructure, and development.

**Minimum Education:** Associate degree, or a related Technical Certificate from a Technical School or recognized Vocational Program. In lieu of education an additional Four years of experience is required.

**41- Cyber Security Engineer** Work as an expert on security architecture across a variety of applications or domains, to include cloud computing, information assurance/information security (IA/IS) architecture, and penetration testing. Develop actionable security blueprints, principles, models, designs, standards, and guidelines to ensure enterprise

information technology architecture and support is consistent, usable, and secure.

**Minimum Education:** Associate degree, or a related Technical Certificate from a Technical School or recognized Vocational Program. In lieu of education an additional Five years of experience is required.