



*A VA Verified SDVOSB*



**AUTHORIZED FEDERAL ACQUISITION SERVICE  
INFORMATION TECHNOLOGY SCHEDULE PRICELIST**

**Contract Number: GS-35F-0648N**

*Period Covered by Contract: May 28, 2008 through May 27, 2013*

**PRICELIST  
IT/Telecommunications Services SIN 132-51  
Electronic Commerce Services SIN 132-52**

**Standard Communications Inc.**

**P.O. Box 173  
5402 Leeds Manor Road  
Hume, Virginia 22639  
(540) 364-3688  
[www.stdcomm.com](http://www.stdcomm.com)**



**AUTHORIZED FEDERAL ACQUISITION SERVICE**

*"A VA Certified Service Disabled Veteran Owned Small Business"*



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

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

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

**SIN 132-52 - ELECTRONIC COMMERCE SERVICES**

FPDS CODE D304 - ADP AND TELECOMMUNICATIONS TRANSMISSION SERVICES  
FPDS CODE D399 - OTHER DATA TRANSMISSION SERVICES, NOT ELSEWHERE CLASSIFIED (except "Voice" and Pager Transmission Services)



## ADMINISTRATIVE SUMMARY

Contract Number: GS-35F-0648N

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General Services Administration Federal Acquisition Service

- **Modification FX-47 to incorporate Recovery Purchasing (IT) dated February 12, 2007**
- **Modification FX-51 to reaffirm Small Business Size Status dated December 18, 2007**
- **Modification P0003 dated March 11, 2008 includes FX48 alloying T&M Task Orders extends Period of Performance from 05/28/08 thru 05/27/2013**
- **Modification FX-65 dated November 25, 2008 includes Refresh 20, 21 and 22**
- **Modification FX-73 dated June 2, 2009 includes Refresh 23**
- **Pricelist current through Refresh # 23, dated June 2, 2009**

Products and ordering information in this Authorized FSS Information Technology Schedule Pricelist are also available on the GSA *Advantage!* System.

*“A VA Certified Service Disabled Veteran Owned Small Business”*

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## TERMS INFORMATION FOR ORDERING ACTIVITIES

### SPECIAL NOTICE TO AGENCIES

#### Small Business Participation

**Standard Communications Inc. is a Department of Veterans Affairs Certified Service Disabled Veteran Owned Small Business. Use of this contract counts toward Agency Goals for Service Disabled Veteran Owned Small Business.**

SBA strongly supports the participation of small business concerns in the Federal Acquisition 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 Acquisition 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)) contains information on a broad array of products and services offered by small business concerns.

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

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

#### 1. GEOGRAPHIC SCOPE OF CONTRACT

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

#### 2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION

Standard Communications Inc.  
P.O. Box 173  
5402 Leeds Manor Road  
Hume, VA 22639  
(540) 364-3688 (phone) - (540) 454-0881 (24 hour) - (703) 426-1956 (fax)

**Standard Communication Inc.** accepts 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, when required by specific agencies, 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: **(540) 364-3688**

**3. LIABILITY FOR INJURY OR DAMAGE**

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

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

Block 9: **G - Order/Modification Under Federal Schedule**

Block 16: Data Universal Numbering System (DUNS): **009977963**

Block 30: Type of Contractor: **Other Small Business**

Block 31: Woman-Owned Small Business: **No**

Block 36: Contractor's Taxpayer Identification Number (TIN): **54-2022158**

Block 40: **A - Service Disabled Veteran Owned Business**

**4a.** CAGE Code: **1SZ84**

**4b.** Standard Communications Inc. is registered with the Central Contractor Registration Database.

**5. FOB DESTINATION**

**Standard Communication Inc.** will deliver F.O.B. Destination (FAR 52.247-38 - (NOV 1991) (DEVIATION – MAY 2003)), F.O.B. inland carrier, point of exportation (FAR 52.247-38- F.O.B. INLAND CARRIER, POINT OF EXPORTATION (APR 1984) (DEVIATION – MAY 2003)), with the transportation charges to be paid by the Government from the point of exportation to destination in Alaska, Hawaii, the Commonwealth of Puerto Rico, and such overseas locations specified, as designated by the ordering activity. The Contractor shall add the actual cost of transportation to destination from the point of exportation in the 48 contiguous States nearest to the designated destination. Such costs will, in all cases, be based upon the lowest regularly established rates on file with the Interstate Commerce Commission, the U.S. Maritime Commission (if shipped by water), or any State regulatory body, or those published by the U.S. Postal Service; and must be supported by paid freight or express receipt or by a statement of parcel post charges including weight of shipment. (FAR 52.247-64 - PREFERENCE FOR PRIVATELY OWNED U.S.-FLAG COMMERCIAL VESSELS (JUN 2000) (ALTERNATE I – APR 1984)

(1) The right is reserved to ordering activities to furnish Government bills of lading.

Ordering activities will be required to pay differential between freight charges and express charges where express deliveries are desired by the Government.

**6. DELIVERY SCHEDULE**

a. **Time of Delivery:** **Standard Communication Inc.** will deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below.

**Items or Groups  
of Items (SIN or  
Nomenclature)**

**Delivery Time  
(Days ARO)**

132-51 & 132-52

As negotiated between ordering agency and contractor

b. URGENT REQUIREMENTS: When the Federal Acquisition 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 **Standard Communication Inc.** for the purpose of obtaining accelerated delivery. **Standard Communication Inc.** will reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the **Standard Communication Inc.** in writing.) If **Standard Communication Inc.** 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.

**Discounting Policy:**

**Standard Communication Inc.** offers Dollar Volume, Duration and Spot Discounts for SIN 132-51.

- Dollar Volume Discount threshold. Any Delivery Order in excess of \$1,000,000
- Duration Discount threshold. Any Delivery Order with a period of performance term greater than 11 months
- (a) Spot Discounts are on a case-by-case basis and the amount is subject to conditions existing at the time of award including, but not limited to: location, dollar volume and duration.

Customer Class	Dollar Volume Discount >\$1,000,000	Duration Discount > 11 months POP	Spot
Federal Government	5%	3%	TBD
State/Local Government	4.5%	2.5%	TBD
Commercial	3%	2%	TBD

- a. Prompt Payment – None offered
- b. Quantity - None offered
- c. Dollar Volume – 5% for Delivery orders in excess of \$1,000,000.
- d. Government Educational Institutions – 2%
- e. Other – See above table

**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 at extra cost outside the scope of this contract.

**10. SMALL REQUIREMENTS**

The minimum dollar value of orders to be issued is \$100.00.



## 11. MAXIMUM ORDER

Special Item 132-51 - Information Technology (IT) Professional services and  
Special Item 132-52 – Electronic Commerce services.

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

## 12. USE OF FEDERAL ACQUISITION SERVICE INFORMATION TECHNOLOGY SCHEDULE CONTRACTS

In accordance with FAR 8.404:

Orders placed pursuant to a Multiple Award Schedule (MAS), using the procedures in FAR 8.404, are considered to be issued pursuant to full and open competition. Therefore, when placing orders under Federal Acquisition Schedules, ordering activities need not seek further competition, synopsise the requirement, make a separate determination of fair and reasonable pricing, or consider small business set-asides in accordance with subpart 19.5. GSA has already determined the prices of items under schedule contracts to be fair and reasonable. By placing an order against a schedule using the procedures outlined below, the ordering activity has concluded that the order represents the best value and results in the lowest overall cost alternative (considering price, special features, administrative costs, etc.) to meet the ordering activity's needs.

**a. Orders placed at or below the micro-purchase threshold.** ordering activities can place orders at or below the micro-purchase threshold with any Federal Acquisition Schedule Contractor.

**b. Orders exceeding the micro-purchase threshold but not exceeding the maximum order threshold.** Orders should be placed with the Schedule Contractor that can provide the supply or service that represents the best value. Before placing an order, ordering activities should consider reasonably available information about the supply or service offered under MAS contracts by using the "GSA Advantage!" on-line shopping service, or by reviewing the catalogs/pricelists of at least three Schedule Contractors and selecting the delivery and other options available under the schedule that meets the ordering activity's needs. In selecting the supply or service representing the best value, the ordering activity may consider--

- (1) Special features of the supply or service that are required in effective program performance and that are not provided by a comparable supply or service;
- (2) Trade-in considerations;
- (3) Probable life of the item selected as compared with that of a comparable item;
- (4) Warranty considerations;
- (5) Maintenance availability;
- (6) Past performance; and
- (7) Environmental and energy efficiency considerations.

**c. Orders exceeding the maximum order threshold.** . Each schedule contract has an established maximum order threshold. This threshold represents the point where it is advantageous for the ordering activity to seek a price reduction. In addition to following the procedures in paragraph b, above, and before placing an order that exceeds the maximum order threshold, ordering activities shall--

Review additional Schedule Contractors'

- (1) catalogs/pricelists or use the "GSA Advantage!" on-line shopping service;
- (2) Based upon the initial evaluation, generally seek price reductions from the Schedule Contractor(s) appearing to provide the best value (considering price and other factors); and
- (3) After price reductions have been sought, place the order with the Schedule Contractor that provides the best value and results in the lowest overall cost alternative. If further price reductions are not offered, an order may still be placed, if the ordering activity determines that it is appropriate.

**NOTE:** For orders exceeding the maximum order threshold, the Contractor may:

- (1) Offer a new lower price for this requirement (the Price Reductions clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations);
- (2) Offer the lowest price available under the contract; or
- (3) Decline the order (orders must be returned in accordance with FAR 52.216-19).

**d. Blanket purchase agreements (BPAs).** The establishment of Federal Acquisition Schedule BPAs is permitted when following the ordering procedures in FAR 8.404. All schedule contracts contain BPA provisions. ordering activities may use BPAs to establish accounts with Contractors to fill recurring requirements. BPAs should address the frequency of ordering and invoicing, discounts, and delivery locations and times.

**e. Price reductions.** In addition to the circumstances outlined in paragraph c, above, there may be instances when ordering activities will find it advantageous to request a price reduction. For example, when the ordering activity finds a schedule supply or service elsewhere at a lower price or when a BPA is being established to fill recurring requirements, requesting a price reduction could be advantageous. The potential volume of orders under these agreements, regardless of the size of the individual order, may offer the ordering activity the opportunity to secure greater discounts. Schedule Contractors are not required to pass on to all schedule users a price reduction extended only to an individual ordering activity for a specific order.

**f. Small business.** For orders exceeding the micro-purchase threshold, ordering activities should give preference to the items of small business concerns when two or more items at the same delivered price will satisfy the requirement.

**g. Documentation.** Orders should be documented, at a minimum, by identifying the Contractor the item was purchased from, the item purchased, and the amount paid. If an ordering activity requirement, in excess of the micro-purchase threshold, is defined so as to require a particular brand name, product, or feature of a product peculiar to one manufacturer, thereby precluding consideration of a product manufactured by another company, the ordering activity shall include an explanation in the file as to why the particular brand name, product, or feature is essential to satisfy the ordering activity's needs.

### **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 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 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. SECURITY REQUIREMENTS**

In the event security requirements are necessary, the ordering activities may incorporate, in their delivery orders, a security clause in accordance with current laws, regulations, and individual ordering activity policy; however, the burden of administering the security requirements shall be with the ordering activity. If any costs are incurred as a result of the inclusion of security requirements, such costs will not exceed ten percent (10%) or \$100,000, of the total dollar value of the order, whichever is less.

### **15. CONTRACT ADMINISTRATION FOR ORDERING OFFICES**

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

## 16. GSA ADVANTAGE!

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

- (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.fss.gsa.gov/>.

## 17. PURCHASE OF INCIDENTAL, NON-SCHEDULE ITEMS

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Acquisition Schedule contract.

For administrative convenience, an ordering activity contracting officer may add items not on the Federal Acquisition Multiple Award Schedule (MAS) -- referred to as open market items -- to a Federal Acquisition 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 Acquisition 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 Acquisition Schedule is fair and reasonable;
  - (3) The items are clearly labeled on the order as items not on the Federal Acquisition Schedule; and
- All clauses applicable to items not on the Federal Acquisition 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.

a. 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:

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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)**

Federal Acquisition Regulation (FAR) 13.303-1(a) defines Blanket Purchase Agreements (BPAs) as "...a simplified method of filling anticipated repetitive needs for supplies or services by establishing 'charge accounts' with qualified sources of supply." The use of Blanket Purchase Agreements under the Federal Acquisition Schedule Program is authorized in accordance with FAR 13.303-2(c)(3), which reads, in part, as follows:

"BPAs may be established with Federal Acquisition Schedule Contractors, if not inconsistent with the terms of the applicable schedule contract."

Federal Acquisition Schedule contracts contain BPA provisions to enable schedule users to maximize their administrative and purchasing savings. This feature permits schedule users to set up "accounts" with Schedule Contractors to fill recurring requirements. These accounts establish a period for the BPA and generally address issues such as the frequency of ordering and invoicing, authorized callers, discounts, delivery locations and times. Agencies may qualify for the best quantity/volume discounts available under the contract, based on the potential volume of business that may be generated through such an agreement, regardless of the size of the individual orders. In addition, agencies may be able to secure a discount higher than that available in the contract based on the aggregate volume of business possible under a BPA. Finally, Contractors may be open to a progressive type of discounting where the discount would increase once the sales accumulated under the BPA reach certain prescribed levels. Use of a BPA may be particularly useful with the new Maximum Order feature. See the Suggested Format, contained in this Schedule Pricelist, for customers to consider when using this purchasing tool.

## **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, Contractor's Reports of Sales and 552.238-76, Industrial Funding Fee, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

## **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

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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.

### **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.datacomconnections.com](http://www.datacomconnections.com)

The EIT standard can be found at: [www.Section508.gov/](http://www.Section508.gov/).

### **24. PRIME CONTRACTOR ORDERING FROM FEDERAL ACQUISITION SCHEDULES**

Prime Contractors (on cost reimbursement contracts) placing orders under Federal Acquisition 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 Acquisition 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 Acquisition Schedule contract, the latter will govern.

**TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT)  
PROFESSIONAL SERVICES (Special Item Number 132-51) and ELECTRONIC COMMERCE  
SERVICES (Special Item Number 132-52)**

**1. SCOPE**

- a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services and Special Item Number 132-52 Electronic Commerce Services apply exclusively to IT/EC Services within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

**2. PERFORMANCE INCENTIVES**

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

**3. ORDERING PROCEDURES FOR SERVICES (REQUIRING A STATEMENT OF WORK)**

FAR 8.402 contemplates that GSA may occasionally find it necessary to establish special ordering procedures for individual Federal Acquisition Schedules or for some Special Item Numbers (SINs) within a Schedule. GSA has established special ordering procedures for services that require a Statement of Work. These special ordering procedures take precedence over the procedures in FAR 8.404 (b)(2) through (b)(3).

GSA has determined that the prices for services contained in the contractor's price list applicable to this Schedule are fair and reasonable. However, the ordering activity using this contract is responsible for considering the level of effort and mix of labor proposed to perform a specific task being ordered and for making a determination that the total firm-fixed price or ceiling price is fair and reasonable.

- (a) When ordering services, ordering activities shall—
  - (1) Prepare a Request (Request for Quote or other communication tool):
    - (i) A statement of work (a performance-based statement of work is preferred) that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule,

applicable standards, acceptance criteria, and any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared.

(ii) The request should include the statement of work and request the contractors to submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested, unless the ordering activity makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and-materials proposal may be requested. The firm-fixed price shall be based on the rates in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm-fixed price of the order should also include any travel costs or other incidental costs related to performance of the services ordered, unless the order provides for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations. A ceiling price must be established for labor-hour and time-and-materials orders.

(iii) The request may ask the contractors, if necessary or appropriate, to submit a project plan for performing the task, and information on the contractor's experience and/or past performance performing similar tasks.

(iv) The request shall notify the contractors what basis will be used for selecting the contractor to receive the order. The notice shall include the basis for determining whether the contractors are technically qualified and provide an explanation regarding the intended use of any experience and/or past performance information in determining technical qualification of responses. If consideration will be limited to schedule contractors who are small business concerns as permitted by paragraph (2)(i) below, the request shall notify the contractors that will be the case.

(2) Transmit the Request to Contractors:

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

(ii) The request should be provided to three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not exceed the maximum order threshold. For proposed orders exceeding the maximum order threshold, the request should be provided to additional contractors that offer services that will meet the ordering activity's needs. ordering activities should strive to minimize the contractors' costs associated with responding to requests for quotes for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement. Oral presentations should be considered, when possible.

(3) Evaluate Responses and Select the Contractor to Receive the Order:

After responses have been evaluated against the factors identified in the request, the order should be placed with the schedule contractor that represents the best value. (See FAR 8.404)

(b) The establishment of Federal Acquisition Schedule Blanket Purchase Agreements (BPAs) for recurring services is permitted when the procedures outlined herein are followed. All BPAs for services must define the services that may be ordered under the BPA, along with delivery or performance time frames, billing procedures, etc. The potential volume of



orders under BPAs, regardless of the size of individual orders, may offer the ordering activity the opportunity to secure volume discounts. When establishing BPAs, ordering activities shall—

(1) Inform contractors in the request (based on the ordering activity's requirement) if a single BPA or multiple BPAs will be established, and indicate the basis that will be used for selecting the contractors to be awarded the BPAs.

(i) **SINGLE BPA:** Generally, a single BPA should be established when the ordering activity can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for service arises. The schedule contractor that represents the best value should be awarded the BPA. (See FAR 8.404)

**MULTIPLE BPAs:** When the ordering activity determines multiple BPAs are needed to meet its requirements, the ordering activity should determine which contractors can meet any technical qualifications before establishing the BPAs. When multiple BPAs are established, the authorized users must follow the procedures in (a)(2)(ii) above and then place the order with the Schedule contractor that represents the best value.

(2) **Review BPAs Periodically:** Such reviews shall be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the best value. (See FAR 8.404)

(c) The ordering activity should give preference to small business concerns when two or more contractors can provide the services at the same firm-fixed price or ceiling price.

(d) When the ordering activity's requirement involves both products as well as executive, administrative and/or professional, services, the ordering activity should total the prices for the products and the firm-fixed price for the services and select the contractor that represents the best value. (See FAR 8.404)

The ordering activity, at a minimum, should document orders by identifying the contractor from which the services were purchased, the services purchased, and the amount paid. If other than a firm-fixed price order is placed, such documentation should include the basis for the determination to use a labor-hour or time-and-materials order. For ordering activity requirements in excess of the micro-purchase threshold, the order file should document the evaluation of Schedule contractors' quotes that formed the basis for the selection of the contractor that received the order and the rationale for any trade-offs made in making the selection.

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

#### **4. ORDER**

a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.

b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

c. Travel is considered to be an Other Direct Cost and is not subject to the IFF. Where travel is required, Task Orders shall contain date(s) the travel is to be performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

## **5. PERFORMANCE OF SERVICES**

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

## **6. INSPECTION OF SERVICES**

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

## **7. RESPONSIBILITIES OF THE CONTRACTOR**

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

## **8. RESPONSIBILITIES OF THE ORDERING ACTIVITY**

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

## **9. INDEPENDENT CONTRACTOR**

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

## **10. ORGANIZATIONAL CONFLICTS OF INTEREST**

- a. Definitions.

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

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

An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an

unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor's or its affiliates' objectivity in performing contract work.

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

## **11. INVOICES**

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

## **12. PAYMENTS**

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts (Alternate I (APR 1984)) at FAR 52.232-7 applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts (FEB 2002) (Alternate II (FEB 2002)) at FAR 52.232-7 applies to labor-hour orders placed under this contract.

## **13. RESUMES**

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

## **14. INCIDENTAL SUPPORT COSTS**

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

## **15. APPROVAL OF SUBCONTRACTS**

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

## **16. DESCRIPTION OF IT/EC SERVICES AND PRICING**

a. The Contractor shall provide a description of each type of IT/EC Service offered under Special Item Numbers 132-51 and 132-52. IT/EC Services should be presented in the same manner as the Contractor sells to its commercial and other Government customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.

b. Pricing for all IT/EC Services shall be in accordance with the Contractor's customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices.

**SIN 132-51 PRICELIST - Standard Communications Inc.  
SCHEDULE 70 LABOR CATEGORY DESCRIPTIONS**

LABOR GRADE	CLIN	LABOR CATEGORY DESCRIPTIONS
		<b>ADMINISTRATIVE SUPPORT SPECIALIST - Functional Responsibility:</b> Prepares draft and final-form executive management and/or technical documents, which may be deliverable items or executive presentations. Is expected to be familiar with discipline specific terminology. Is expected to be capable of typing technical narrative and data. Provides clerical, compilation, library and administrative assistance in the development and production of documentation in support of technology tasks. Responsibilities include but are not limited to: data entry; research, data and word processing, publication development and review; general clerical and filing activities; office administration; data processing. Will be responsible for spelling, grammar, and proper format, and for proofreading finished documents. Proficient in the use of computers and standard word processing, spreadsheet, and presentation software. May work with technical staff to prepare manuals, user guides, and other technical documentation. Proficiency in the following areas are required: producing line art, illustrations, mechanical drawings, CAD, training materials; processing film and producing special effect slides and view graphs; designing report covers and other required graphics; and serving as a consultant to program manager, team leaders, and project managers on project planning and state-of-the-art graphic techniques.
<b>MINIMUM EDUCATION - MINIMUM/GENERAL EXPERIENCE</b>		
<b>Level 1</b>	<b>S301</b>	Must be a High School graduate and have two years of administrative experience.
<b>Level 2</b>	<b>S302</b>	Must be a H.S. graduate and have five years of administrative experience.
<b>Level 3</b>	<b>S303</b>	Must be a H.S. graduate and have eight years of administrative experience.
<b>Level 4</b>	<b>S304</b>	Must be a H.S. graduate and have eleven years of administrative experience.
<b>Level 5</b>	<b>S305</b>	Must be a H.S. graduate and have fourteen years of administrative experience.
LABOR GRADE	CLIN	LABOR CATEGORY DESCRIPTIONS
		<b>APPLICATIONS SYSTEMS ANALYST - Functional Responsibility:</b> Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and installing to support an organization's application systems. Consults with users to identify current operating procedures and to clarify program objectives. May be expected to write documentation to describe program development, logic, coding, and corrections. Writes manuals for users to describe installation and operating procedures. Must have a working knowledge of relational databases and client-server concepts. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. Typically reports to a project leader or manager. A wide degree of creativity and latitude is expected.
<b>MINIMUM EDUCATION - MINIMUM/GENERAL EXPERIENCE</b>		
<b>Level 1</b>	<b>S311</b>	Bachelor's degree and one year of experience *
<b>Level 2</b>	<b>S312</b>	Bachelor's degree and three years of experience *
<b>Level 3</b>	<b>S313</b>	Bachelor's degree and five years of experience *
<b>Level 4</b>	<b>S314</b>	Bachelor's degree and seven years of experience *
<b>Level 5</b>	<b>S315</b>	Master's degree and nine years of experience *
		* or an equivalent combination of education and experience.

LABOR GRADE	CLIN	LABOR CATEGORY DESCRIPTIONS
		<b>BUSINESS SYSTEMS ANALYST - Functional Responsibility:</b> Reviews, analyzes, and evaluates business systems and user needs. Formulates systems to parallel overall business strategies. Writes detailed description of user needs, program functions, and steps required to develop or modify computer programs. Familiar with relational database concepts, and client-server concepts. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. May report directly to a project lead or manager. A wide degree of creativity and latitude is expected.
<b>MINIMUM EDUCATION - MINIMUM/GENERAL EXPERIENCE</b>		
<b>Level 1</b>	<b>S321</b>	Bachelor's degree and five years of relevant experience or an equivalent combination of education and experience.
<b>Level 2</b>	<b>S322</b>	Bachelor's degree and seven years of relevant experience or an equivalent combination of education and experience.
<b>Level 3</b>	<b>S323</b>	Bachelor's degree and nine years of relevant experience or an equivalent combination of education and experience.
<b>Level 4</b>	<b>S324</b>	Bachelor's degree and eleven years of relevant experience or an equivalent combination of education and experience.
<b>Level 5</b>	<b>S325</b>	Bachelor's degree and thirteen years of relevant experience or an equivalent combination of education and experience.

LABOR GRADE	CLIN	LABOR CATEGORY DESCRIPTIONS
		<b>COMPUTER OPERATOR - Functional Responsibility:</b> Operates and monitors computer equipment. Performs routine tasks to maintain computer equipment and their peripherals. Loads peripheral equipment such as tapes and printer paper for operating runs. Observes peripheral equipment and error messages displayed on monitor of terminal to detect faulty output or machine stoppage. 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 general supervision; typically reports to a project leader or manager. A degree of creativity and latitude is required.
<b>MINIMUM EDUCATION - MINIMUM/GENERAL EXPERIENCE</b>		
<b>Level 1</b>	<b>S331</b>	Associates degree and one-year experience with specific experience in organization development or an equivalent combination of education and experience.
<b>Level 2</b>	<b>S332</b>	Associates and three years experience with specific experience in organization development or an equivalent combination of education & experience.
<b>Level 3</b>	<b>S333</b>	Associates and five years experience with specific experience in organization development or an equivalent combination of education and experience.
<b>Level 4</b>	<b>S334</b>	Associates and seven years experience with specific experience in organization development or an equivalent combination of education and experience.
<b>Level 5</b>	<b>S335</b>	Associates and nine years experience with specific experience in organization development or an equivalent combination of education and experience.

LABOR GRADE	CLIN	LABOR CATEGORY DESCRIPTIONS
		<b>CONFIGURATION/LOGISTICS SPECIALIST - Functional Responsibility:</b> Responsible for purchasing and negotiating materials, equipment, and supplies from vendors. Evaluates vendor quotes and services to determine most desirable suppliers. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May report to an executive or a manager. A wide degree of creativity and latitude is expected.
<b>MINIMUM EDUCATION - MINIMUM/GENERAL EXPERIENCE</b>		
Level 1	S341	Bachelor's degree and two years relevant experience or an equivalent combination of education and experience.
Level 2	S342	Bachelor's degree and four years relevant experience or an equivalent combination of education and experience.
Level 3	S343	Bachelor's degree and six years relevant experience or an equivalent combination of education and experience.
Level 4	S344	Bachelor's degree and eight years relevant experience or an equivalent combination of education and experience.
Level 5	S345	Bachelor's degree and ten years relevant experience or an equivalent combination of education and experience.

LABOR GRADE	CLIN	LABOR CATEGORY DESCRIPTIONS
		<b>DATA ARCHITECT - Functional Responsibility:</b> Designs and builds relational databases. Develops strategies for data acquisitions, archive recovery, and implementation of a database. Cleans and maintains the database by removing and deleting old data. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected.
<b>MINIMUM EDUCATION - MINIMUM/GENERAL EXPERIENCE</b>		
Level 1	S361	Bachelor's and one year of relevant experience or an equivalent combination of education and experience.
Level 2	S362	Bachelors and three years of relevant experience or an equivalent combination of education and experience.
Level 3	S363	Bachelor's and five years of relevant experience or an equivalent combination of education and experience.
Level 4	S364	Bachelors and seven years of relevant experience or an equivalent combination of education and experience.
Level 5	S365	Bachelors and nine years of relevant experience or an equivalent combination of education and experience.

LABOR GRADE	CLIN	LABOR CATEGORY DESCRIPTIONS
		<b>DATA CONTROL CLERK - Functional Responsibility:</b> Collects, reviews, and inputs data into a computer processing system; audits output data. May be expected to code data and input data for computer processing. Identifies and resolves production related errors. Maintains and revises procedural lists, control records and coding schemes to process source data. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. May report directly to a supervisor. A wide degree of creativity and latitude is expected.
<b>MINIMUM EDUCATION - MINIMUM/GENERAL EXPERIENCE</b>		
Level 1	S371	High School Diploma and five years of relevant experience or an equivalent combination of education and experience.
Level 2	S372	High School Diploma and seven years of relevant experience or an equivalent combination of education and experience.
Level 3	S373	High School Diploma and nine years of relevant experience or an equivalent combination of education and experience.
Level 4	S374	High School Diploma and eleven years of relevant experience or an equivalent combination of education and experience.
Level 5	S375	High School Diploma and thirteen years of relevant experience or an equivalent combination of education and experience.

LABOR GRADE	CLIN	LABOR CATEGORY DESCRIPTIONS
		<b>DATA ENTRY CLERK - Functional Responsibility:</b> Operates a data entry device to record or verify a variety of standard and/or complex coded or uncoded business and statistical source data into a computer. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor or manager. A certain degree of creativity and latitude is required.
<b>MINIMUM EDUCATION - MINIMUM/GENERAL EXPERIENCE</b>		
Level 1	S381	High School Diploma and one year of relevant experience or an equivalent combination of education and experience.
Level 2	S382	High School Diploma and three years of relevant experience or an equivalent combination of education and experience.
Level 3	S383	High School Diploma and five years of relevant experience or an equivalent combination of education and experience.
Level 4	S384	High School Diploma and seven years of relevant experience or an equivalent combination of education and experience.
Level 5	S385	High School Diploma and nine years of relevant experience or an equivalent combination of education and experience.

LABOR GRADE	CLIN	LABOR CATEGORY DESCRIPTIONS
		<b>ENGINEER - Functional Responsibility:</b> Responsible for design, development, implementation, and analysis of technical products and systems. Performs engineering design evaluations. 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 general supervision. Typically reports to a supervisor or manager.
<b>MINIMUM EDUCATION - MINIMUM/GENERAL EXPERIENCE</b>		
Level 1	S391	Bachelor's Degree and two years of relevant experience or an equivalent combination of education and experience.
Level 2	S392	Bachelor's Degree and four years of relevant experience or an equivalent combination of education and experience.
Level 3	S393	Bachelor's Degree and six years of relevant experience or an equivalent combination of education and experience.
Level 4	S394	Bachelor's Degree and eight years of relevant experience or an equivalent combination of education and experience.
Level 5	S395	Bachelor's Degree and ten years of relevant experience or an equivalent combination of education and experience.
LABOR GRADE	CLIN	LABOR CATEGORY DESCRIPTIONS
		<b>FINANCIAL SPECIALIST - Functional Requirements:</b> Conducts financial studies to review project cost against budgeted funds, evaluates controls on labor, overhead, and general and administrative expenditures, identifies trends and develops measures to ensure budgets are not exceeded. Performs costing for projects, creates forecasting models and analyzes financial data. Maintains program budgets using cost and scheduling tools including the development of budgets based on cost drivers and keeps track of cost records and comparison of standard costs vs. actual costs. Creates and maintains statistical data to inform management of current events and complex problems throughout the organization. Identifies trends and develops measures to ensure budget milestones are not exceeded. Responsible for conducting financial analysis projects (e.g., capital versus expense, ROI, resource allocations, budget preparation, etc.) and special statistical studies. Senior level specialists are responsible for the direct supervision of the financial staff engaged in various financial functions such as budgeting, auditing, forecasting, and analysis. Is the primary liaison between the company and various Government agencies during audits, ensuring understanding of financial data, methodology, and applicability under appropriate government regulations.
<b>MINIMUM EDUCATION - MINIMUM/GENERAL EXPERIENCE</b>		
Level 1	S401	Bachelor's degree and four years of relevant experience *
Level 2	S402	Bachelor's degree and six years of relevant experience *
Level 3	S403	Bachelor's degree and eight years of relevant experience *
Level 4	S404	Bachelor's degree and ten years of relevant experience *
Level 5	S405	Bachelor's degree and twelve years of relevant experience *
		* or an equivalent combination of education and experience.



LABOR GRADE	CLIN	LABOR CATEGORY DESCRIPTIONS
		<b>INFORMATION SYSTEMS AUDITOR - Functional Responsibility:</b> Evaluates information systems and operating procedures. Determines and recommends improvements in current standards and implementation of system changes. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. May report to an executive or a manager A wide degree of creativity and latitude is expected.
<b>MINIMUM EDUCATION - MINIMUM/GENERAL EXPERIENCE</b>		
Level 1	S411	Bachelor's Degree and five years of relevant experience or an equivalent combination of education and experience.
Level 2	S412	Bachelor's Degree and seven years of relevant experience or an equivalent combination of education and experience.
Level 3	S413	Bachelor's Degree and nine years of relevant experience or an equivalent combination of education and experience.
Level 4	S414	Bachelor's Degree and eleven years of relevant experience or an equivalent combination of education and experience.
Level 5	S415	Bachelor's Degree and thirteen years of relevant experience or an equivalent combination of education and experience.

LABOR GRADE	CLIN	LABOR CATEGORY DESCRIPTIONS
		<b>MAINTENANCE TECHNICIAN - Functional Responsibility:</b> Maintains, analyzes, troubleshoots, and repairs computer systems, hardware and computer peripherals. Documents, maintains, upgrades or replaces hardware and software systems. Supports and maintains user account information including rights, security and systems groups. 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. Lower levels typically work under immediate supervision. Primary job functions for lower levels do not typically require exercising independent judgment. Typically reports to a project leader or manager.
<b>MINIMUM EDUCATION - MINIMUM/GENERAL EXPERIENCE</b>		
Level 1	S421	Associate's Degree and two years of relevant experience or an equivalent combination of education and experience.
Level 2	S422	Associate's Degree and four years of relevant experience or an equivalent combination of education and experience.
Level 3	S423	Associate's Degree and six years of relevant experience or an equivalent combination of education and experience.
Level 4	S424	Associate's Degree and eight years of relevant experience or an equivalent combination of education and experience.
Level 5	S425	Associate's Degree and ten years of relevant experience or an equivalent combination of education and experience.

LABOR GRADE	CLIN	LABOR CATEGORY DESCRIPTIONS
		<b>NETWORK PLANNING ANALYST - Functional Responsibility:</b> Reviews, plans, and evaluates network systems. May troubleshoot network systems and recommend improvements to network. Provides documentation/project tracking and management reporting. Provides tactical and strategic input on overall network planning and related projects. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May provide consultation on complex projects and is considered to be the top-level contributor/specialist. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.
<b>MINIMUM EDUCATION - MINIMUM/GENERAL EXPERIENCE</b>		
Level 1	S431	Bachelor's Degree and eight years of relevant experience or an equivalent combination of education and experience.
Level 2	S432	Bachelor's Degree and ten years of relevant experience or an equivalent combination of education and experience.
Level 3	S433	Bachelor's Degree and twelve years of relevant experience or an equivalent combination of education and experience.
Level 4	S434	Bachelor's Degree and fourteen years of relevant experience or an equivalent combination of education and experience.
Level 5	S435	Bachelor's Degree and sixteen years of relevant experience or an equivalent combination of education and experience.

LABOR GRADE	CLIN	LABOR CATEGORY DESCRIPTIONS
		<b>NETWORK SUPPORT SPECIALIST - Functional Responsibility:</b> Supports, monitors, tests, and troubleshoots hardware and software problems pertaining to LAN. Recommends and schedules repairs. Provides end users support for all LAN- based applications. Installs and configures workstations. 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 project leader or manager.
<b>MINIMUM EDUCATION - MINIMUM/GENERAL EXPERIENCE</b>		
Level 1	S441	Associate's degree and one year of relevant experience or an equivalent combination of education and experience.
Level 2	S442	Associate's degree and two years of relevant experience or an equivalent combination of education and experience.
Level 3	S443	Associate's degree and four years of relevant experience or an equivalent combination of education and experience.
Level 4	S444	Associate's degree and six years of relevant experience or an equivalent combination of education and experience.
Level 5	S445	Associate's degree and eight years of relevant experience or an equivalent combination of education and experience.

LABOR GRADE	CLIN	LABOR CATEGORY DESCRIPTIONS
		<b>SENIOR NETWORK SUPPORT SPECIALIST - <u>Functional Responsibility</u>:</b> Supports, monitors, tests, and troubleshoots hardware and software problems pertaining to LAN. Recommends and schedules repairs. Provides end users support for all LAN-based applications. Installs and configures workstations. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. Typically reports to a project leader or manager. A wide degree of creativity and latitude is expected.
<b>MINIMUM EDUCATION - MINIMUM/GENERAL EXPERIENCE</b>		
<b>Level 1</b>	<b>S451</b>	Associate's degree and five years of relevant experience or an equivalent combination of education and experience.
<b>Level 2</b>	<b>S452</b>	Associate's degree and seven years of relevant experience or an equivalent combination of education and experience.
<b>Level 3</b>	<b>S453</b>	Associate's degree and nine years of relevant experience or an equivalent combination of education and experience.
<b>Level 4</b>	<b>S454</b>	Associate's degree and eleven years of relevant experience or an equivalent combination of education and experience.
<b>Level 5</b>	<b>S455</b>	Associate's degree and thirteen years of relevant experience or an equivalent combination of education and experience.

LABOR GRADE	CLIN	LABOR CATEGORY DESCRIPTIONS
		<b>OPERATING SYSTEMS PROGRAMMER - <u>Functional Responsibility</u>:</b> Reviews, analyzes, develops, installs, and modifies computer operating systems. Analyzes and resolves problems associated with operating systems. Detects, diagnoses, and reports related problems. 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 project leader or manager.
<b>MINIMUM EDUCATION - MINIMUM/GENERAL EXPERIENCE</b>		
<b>Level 1</b>	<b>S461</b>	Associate's Degree and two years of relevant experience or an equivalent combination of education and experience.
<b>Level 2</b>	<b>S462</b>	Associate's Degree and four years of relevant experience or an equivalent combination of education and experience.
<b>Level 3</b>	<b>S463</b>	Associate's Degree and six years of relevant experience or an equivalent combination of education and experience.
<b>Level 4</b>	<b>S464</b>	Associate's Degree and eight years of relevant experience or an equivalent combination of education and experience.
<b>Level 5</b>	<b>S465</b>	Associate's Degree and ten years of relevant experience or an equivalent combination of education and experience.

LABOR GRADE	CLIN	LABOR CATEGORY DESCRIPTIONS
		<b>SENIOR OPERATING SYSTEMS PROGRAMMER - <u>Functional Responsibility:</u></b> Reviews, analyzes, develops, installs, and modifies computer operating systems. Analyzes and resolves problems associated with operating systems. Detects, diagnoses, and reports related problems. 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 typically require exercising independent judgment. Typically reports to a project leader or manager. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.
<b>MINIMUM EDUCATION - MINIMUM/GENERAL EXPERIENCE</b>		
<b>Level 1</b>	<b>S471</b>	Bachelor's degree and seven years of relevant experience or an equivalent combination of education and experience.
<b>Level 2</b>	<b>S472</b>	Bachelor's degree and nine years of relevant experience or an equivalent combination of education and experience.
<b>Level 3</b>	<b>S473</b>	Bachelor's degree and eleven years of relevant experience or an equivalent combination of education and experience.
<b>Level 4</b>	<b>S474</b>	Bachelor's degree and thirteen years of relevant experience or an equivalent combination of education and experience.
<b>Level 5</b>	<b>S475</b>	Bachelor's degree and fifteen years of relevant experience or an equivalent combination of education and experience.
LABOR GRADE	CLIN	LABOR CATEGORY DESCRIPTIONS
		<b>QUALITY SPECIALIST - <u>Functional Responsibility:</u></b> Defines and implements IT quality assurance practices and procedures. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Plans, develops and administers standards compliant quality policies covering organization-wide areas, multi-disciplined engineering programs or key contracts. Reviews project development documentation to ensure specifications are designed to meet inspection and testing standards. Initiates corrective action for procedural, product, or process deficiencies. Analyzes organizational procedures work instructions and develops test suites and identifies feasible alternatives based on thorough research and analyses. Conducts interviews and audits to retrieve essential quality information. Collects, compiles and assembles quality records for analytical documents and reports. Senior levels may manage a group of quality assurance analysts who test, evaluate, and validate IT initiatives and may lead or direct the work of others. May assign work to and oversee the work of staff including management and senior level professionals.
<b>MINIMUM EDUCATION - MINIMUM/GENERAL EXPERIENCE</b>		
<b>Level 1</b>	<b>S481</b>	Bachelor's degree and three years of experience *
<b>Level 2</b>	<b>S482</b>	Bachelor's degree and five years of experience *
<b>Level 3</b>	<b>S483</b>	Bachelor's degree and seven years of experience *
<b>Level 4</b>	<b>S484</b>	Bachelor's degree and nine years of experience *
<b>Level 5</b>	<b>S485</b>	Bachelor's degree and eleven years of experience *
		* or an equivalent combination of education and experience.

LABOR GRADE	CLIN	LABOR CATEGORY DESCRIPTIONS
		<b>SUBJECT MATTER EXPERT - Functional Responsibility:</b> For any profession or discipline specific or multi-disciplined program, consults with applicable client management and professional (medical, scientific, engineering, etc.) personnel to minimize costs and maximize efficiency in achieving the stated requirements. Advises program leadership on all pertinent activities of a large-scale program, series of projects, technologies, or clients. Can be responsible for audit or investigative aspects of fact finding, with regard to project management, technical work, quality of work, standards compliance, schedule, and costs associated with various issued orders. Ensures that all activities conform to terms and conditions of a contract and ordering procedures. Acts as liaison between the applicable client representatives and corporate management. Recommends performance metrics, methodologies to be used, and any and all program/task related activities, draws upon senior support staff, engineering and technical experts to resolve contractual and technical problems.
<b>MINIMUM EDUCATION - MINIMUM/GENERAL EXPERIENCE</b>		
Level 1	S491	Bachelor's degree and ten years of experience or an equivalent combination of education and experience.
Level 2	S492	Bachelor's degree and twelve years of experience or an equivalent combination of education and experience.
Level 3	S493	Bachelor's degree and fourteen years of experience or an equivalent combination of education and experience.
Level 4	S494	Master's degree and fourteen years of experience or an equivalent combination of education and experience.
Level 5	S495	Master's degree and sixteen years of experience or an equivalent combination of education and experience.

LABOR GRADE	CLIN	LABOR CATEGORY DESCRIPTIONS
		<b>SYSTEMS AND SECURITY EXECUTIVE - Functional Responsibility:</b> Develops and implements security standards and procedures. Ensures that all applications are functional and secure. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.
<b>MINIMUM EDUCATION - MINIMUM/GENERAL EXPERIENCE</b>		
Level 1	S501	Bachelor's Degree and fifteen years of relevant experience or an equivalent combination of education and experience.
Level 2	S502	Bachelor's Degree and seventeen years of relevant experience or an equivalent combination of education and experience.
Level 3	S503	Bachelor's Degree and nineteen years of relevant experience or an equivalent combination of education and experience.
Level 4	S504	Bachelor's Degree and twenty-one years of relevant experience or an equivalent combination of education and experience.
Level 5	S505	Bachelor's Degree and twenty-three years of relevant experience or an equivalent combination of education and experience.

LABOR GRADE	CLIN	LABOR CATEGORY DESCRIPTIONS
		<b>TECHNICAL SUPPORT ANALYST - Functional Responsibility:</b> Reviews, analyzes, and evaluates information technology systems operations. 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 general supervision; typically reports to a project leader or manager. A certain degree of creativity and latitude is required. Reviews, analyzes, develops, installs, and modifies computer operating systems.
<b>MINIMUM EDUCATION - MINIMUM/GENERAL EXPERIENCE</b>		
Level 1	S511	Associate's Degree and four years of relevant experience or an equivalent combination of education and experience.
Level 2	S512	Associate's Degree and six years of relevant experience or an equivalent combination of education and experience.
Level 3	S513	Associate's Degree and eight years of relevant experience or an equivalent combination of education and experience.
Level 4	S514	Associate's Degree and ten years of relevant experience or an equivalent combination of education and experience.
Level 5	S515	Associate's Degree and twelve years of relevant experience or an equivalent combination of education and experience.

LABOR GRADE	CLIN	LABOR CATEGORY DESCRIPTIONS
		<b>TELECOMMUNICATIONS ANALYST - Functional Responsibility:</b> Reviews, analyzes, evaluates and maintains an organization's telecommunications system. Designs, develops, and tests of telecommunications software solutions. Provides customer training of the telecommunications features and functionality. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. Senior levels may lead and direct the work of others. Typically reports to a manager. A wide degree of creativity and latitude is expected.
<b>MINIMUM EDUCATION - MINIMUM/GENERAL EXPERIENCE</b>		
Level 1	S521	Associate's degree and four years of relevant experience or an equivalent combination of education and experience.
Level 2	S522	Associate's degree and six years of relevant experience or an equivalent combination of education and experience.
Level 3	S523	Associate's degree and eight years of relevant experience or an equivalent combination of education and experience.
Level 4	S524	Associate's degree and ten years of relevant experience or an equivalent combination of education and experience.
Level 5	S525	Associate's degree and twelve years of relevant experience or an equivalent combination of education and experience.

LABOR GRADE	CLIN	LABOR CATEGORY DESCRIPTIONS
		<b>TELECOMMUNICATIONS ENGINEER - <u>Functional Responsibility</u>:</b> Analyzes telecommunications functions of organizations. Works to develop, improve, maintain, and implement network. May require a bachelor's degree and at least 8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.
<b>MINIMUM EDUCATION - MINIMUM/GENERAL EXPERIENCE</b>		
<b>Level 1</b>	<b>S531</b>	Bachelor's degree and eight years of relevant experience or an equivalent combination of education and experience.
<b>Level 2</b>	<b>S532</b>	Bachelor's degree and ten years of relevant experience or an equivalent combination of education and experience.
<b>Level 3</b>	<b>S533</b>	Bachelor's degree and twelve years of relevant experience or an equivalent combination of education and experience.
<b>Level 4</b>	<b>S534</b>	Bachelor's degree and fourteen years of relevant experience or an equivalent combination of education and experience.
<b>Level 5</b>	<b>S535</b>	Bachelor's degree and sixteen years of relevant experience or an equivalent combination of education and experience.

LABOR GRADE	CLIN	LABOR CATEGORY DESCRIPTIONS
		<b>IT/TELECOMMUNICATIONS EXECUTIVE - <u>Functional Responsibility</u>:</b> Oversees all aspects of an organization's telecommunications function. Responsible for planning and directing the design, development, and implementation of network systems. Requires a bachelor's degree with at least 15 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.
<b>MINIMUM EDUCATION - MINIMUM/GENERAL EXPERIENCE</b>		
<b>Level 1</b>	<b>S541</b>	Bachelor's Degree and fifteen years of relevant experience or an equivalent combination of education and experience.
<b>Level 2</b>	<b>S542</b>	Bachelor's Degree and seventeen years of relevant experience or an equivalent combination of education and experience.
<b>Level 3</b>	<b>S543</b>	Bachelor's Degree and nineteen years of relevant experience or an equivalent combination of education and experience.
<b>Level 4</b>	<b>S544</b>	Bachelor's Degree and twenty-one years of relevant experience or an equivalent combination of education and experience.
<b>Level 5</b>	<b>S545</b>	Bachelor's Degree and twenty-three years of relevant experience or an equivalent combination of education and experience.

LABOR GRADE	CLIN	LABOR CATEGORY DESCRIPTIONS
		<b>TELECOMMUNICATIONS MANAGER - <u>Functional Responsibility</u>:</b> Manages a team of telecommunications technicians and analysts who maintain and support voice, data and video communication systems within the organization. Identifies issues and appropriate courses of action. Researches and oversees implementation of new technologies. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a head of a unit/department.
<b>MINIMUM EDUCATION - MINIMUM/GENERAL EXPERIENCE</b>		
<b>Level 1</b>	<b>S551</b>	Bachelor's Degree and five years of relevant experience or an equivalent combination of education and experience.
<b>Level 2</b>	<b>S552</b>	Bachelor's Degree and seven years of relevant experience or an equivalent combination of education and experience.
<b>Level 3</b>	<b>S553</b>	Bachelor's Degree and nine years of relevant experience or an equivalent combination of education and experience.
<b>Level 4</b>	<b>S554</b>	Bachelor's Degree and eleven years of relevant experience or an equivalent combination of education and experience.
<b>Level 5</b>	<b>S555</b>	Bachelor's Degree and thirteen years of relevant experience or an equivalent combination of education and experience.
LABOR GRADE	CLIN	LABOR CATEGORY DESCRIPTIONS
		<b>TELECOMMUNICATIONS SUPERVISOR - <u>Functional Responsibility</u>:</b> Oversees a team of telecommunications technicians and analysts who maintain and support voice, data and video communication systems within the organization. Identifies issues and appropriate courses of action. Researches and oversees implementation of new technologies. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.
<b>MINIMUM EDUCATION - MINIMUM/GENERAL EXPERIENCE</b>		
<b>Level 1</b>	<b>S561</b>	Bachelor's Degree and three years of relevant experience or an equivalent combination of education and experience.
<b>Level 2</b>	<b>S562</b>	Bachelor's Degree and four years of relevant experience or an equivalent combination of education and experience.
<b>Level 3</b>	<b>S563</b>	Bachelor's Degree and five years of relevant experience or an equivalent combination of education and experience.
<b>Level 4</b>	<b>S564</b>	Bachelor's Degree and six years of relevant experience or an equivalent combination of education and experience.
<b>Level 5</b>	<b>S565</b>	Bachelor's Degree and seven years of relevant experience or an equivalent combination of education and experience.



LABOR GRADE	CLIN	LABOR CATEGORY DESCRIPTIONS
		<b>TELECOMMUNICATIONS TECHNICIAN - <u>Functional Responsibility</u>:</b> Installs, troubleshoots, repairs and maintains telecommunications equipment, cabling solutions and systems. Provides reports, completes requests for new service, determines methodology for installing telephone service, determines appropriateness of moderate equipment changes or modifications, call switches, test trunks, test links and installs communication circuits. 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 project leader or manager.
<b>MINIMUM EDUCATION - MINIMUM/GENERAL EXPERIENCE</b>		
Level 1	S571	High School Diploma and two years of relevant experience or an equivalent combination of education and experience.
Level 2	S572	High School Diploma and three years of relevant experience or an equivalent combination of education and experience.
Level 3	S573	Associate's Degree and two years of relevant experience or an equivalent combination of education and experience.
Level 4	S574	Associate's Degree and three years of relevant experience or an equivalent combination of education and experience.
Level 5	S575	Associate's Degree and four years of relevant experience or an equivalent combination of education and experience.
LABOR GRADE	CLIN	LABOR CATEGORY DESCRIPTIONS
		<b>SENIOR TELECOMMUNICATIONS TECHNICIAN - <u>Functional Responsibility</u>:</b> Installs, troubleshoots, repairs and maintains telecommunications equipment, cabling solution and systems. Provides reports, completes requests for new service, determines methodology for installing telephone service, determines appropriateness of moderate equipment changes or modifications, call switches, test trunks, test links and installs communication circuits. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. Typically reports to a project leader or manager. A wide degree of creativity and latitude is expected.
<b>MINIMUM EDUCATION - MINIMUM/GENERAL EXPERIENCE</b>		
Level 1	S581	Associate's Degree and five years of relevant experience or an equivalent combination of education and experience.
Level 2	S582	Associate's Degree and seven years of relevant experience or an equivalent combination of education and experience.
Level 3	S583	Associate's Degree and nine years of relevant experience or an equivalent combination of education and experience.
Level 4	S584	Associate's Degree and eleven years of relevant experience or an equivalent combination of education and experience.
Level 5	S585	Associate's Degree and thirteen years of relevant experience or an equivalent combination of education and experience.

LABOR GRADE	CLIN	LABOR CATEGORY DESCRIPTIONS
		<b>WEB DESIGNER - Functional Responsibility:</b> Produces graphic sketches, designs, and copy layouts for online content. Determines size and arrangement of illustrative material and copy, selects style and size of type, and arranges layout based upon available space, knowledge of layout principles, and aesthetic design concepts. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. Typically reports to a manager. A wide degree of creativity and latitude is expected.
<b>MINIMUM EDUCATION - MINIMUM/GENERAL EXPERIENCE</b>		
<b>Level 1</b>	<b>S591</b>	Associate's degree and four years of relevant experience or an equivalent combination of education and experience.
<b>Level 2</b>	<b>S592</b>	Associate's degree and six years of relevant experience or an equivalent combination of education and experience.
<b>Level 3</b>	<b>S593</b>	Associate's degree and eight years of relevant experience or an equivalent combination of education and experience.
<b>Level 4</b>	<b>S594</b>	Associate's degree and ten years of relevant experience or an equivalent combination of education and experience.
<b>Level 5</b>	<b>S595</b>	Associate's degree and twelve years of relevant experience or an equivalent combination of education and experience.

**SIN 132-51 PRICELIST - Standard Communications Inc.  
SCHEDULE 70 HOURLY RATES BY LABOR CATEGORY**

*All Rates are for Government Site and Contractor Site and include the GSA 0.75% IFF*

<b>CLIN</b>	<b>CATEGORY</b>	<b>LEVEL</b>	<b>BURDENED RATE</b>
S301	Administrative Support Specialist	1	33.75
S302	Administrative Support Specialist	2	37.72
S303	Administrative Support Specialist	3	40.69
S304	Administrative Support Specialist	4	44.66
S305	Administrative Support Specialist	5	49.63
S311	Applications Systems Analyst	1	62.53
S312	Applications Systems Analyst	2	68.48
S313	Applications Systems Analyst	3	75.43
S314	Applications Systems Analyst	4	82.38
S315	Applications Systems Analyst	5	91.31
S321	Business Systems Analyst	1	67.49
S322	Business Systems Analyst	2	74.44
S323	Business Systems Analyst	3	82.38
S324	Business Systems Analyst	4	90.32
S325	Business Systems Analyst	5	99.25
S331	Computer Operator	1	32.75
S332	Computer Operator	2	35.73
S333	Computer Operator	3	43.67
S334	Computer Operator	4	51.61
S335	Computer Operator	5	62.53
S341	Configuration/Logistics Specialist	1	48.63
S342	Configuration/Logistics Specialist	2	53.60
S343	Configuration/Logistics Specialist	3	59.55
S344	Configuration/Logistics Specialist	4	64.51
S345	Configuration/Logistics Specialist	5	71.46

**Standard Communications, Inc.**  
**Hourly Rates by Labor Category (Continued)**  
*All Rates are for Government Site and Contractor Site and include the GSA 0.75% IFF*

CLIN	CATEGORY	LEVEL	RATE
S361	Data Architect	1	68.48
S362	Data Architect	2	75.43
S363	Data Architect	3	82.38
S364	Data Architect	4	91.31
S365	Data Architect	5	100.24
S371	Data Control Clerk	1	38.71
S372	Data Control Clerk	2	42.68
S373	Data Control Clerk	3	46.65
S374	Data Control Clerk	4	51.61
S375	Data Control Clerk	5	56.57
S381	Data Entry Clerk	1	21.84
S382	Data Entry Clerk	2	24.81
S383	Data Entry Clerk	3	26.80
S384	Data Entry Clerk	4	29.78
S385	Data Entry Clerk	5	32.75
S391	Engineer	1	54.59
S392	Engineer	2	59.55
S393	Engineer	3	65.51
S394	Engineer	4	72.45
S395	Engineer	5	79.40
S401	Financial Specialist	1	66.50
S402	Financial Specialist	2	72.45
S403	Financial Specialist	3	80.39
S404	Financial Specialist	4	88.33
S405	Financial Specialist	5	97.27

**Standard Communications, Inc.**

**Hourly Rates by Labor Category (Continued)**

*All Rates are for Government Site and Contractor Site and include the GSA 0.75% IFF*

CLIN	CATEGORY	LEVEL	RATE
S411	Information Systems Auditor	1	70.47
S412	Information Systems Auditor	2	77.42
S413	Information Systems Auditor	3	85.36
S414	Information Systems Auditor	4	94.29
S415	Information Systems Auditor	5	103.22
<b> </b>			
S421	Maintenance Technician	1	38.71
S422	Maintenance Technician	2	42.68
S423	Maintenance Technician	3	46.65
S424	Maintenance Technician	4	51.61
S425	Maintenance Technician	5	56.57
<b> </b>			
S431	Network Planning Analyst	1	87.34
S432	Network Planning Analyst	2	96.27
S433	Network Planning Analyst	3	105.21
S434	Network Planning Analyst	4	116.12
S435	Network Planning Analyst	5	128.03
<b> </b>			
S441	Network Support Specialist	1	41.69
S442	Network Support Specialist	2	46.65
S443	Network Support Specialist	3	50.62
S444	Network Support Specialist	4	55.58
S445	Network Support Specialist	5	61.54
<b> </b>			
S451	Senior Network Support Specialist	1	63.52
S452	Senior Network Support Specialist	2	69.48
S453	Senior Network Support Specialist	3	76.42
S454	Senior Network Support Specialist	4	84.36
S455	Senior Network Support Specialist	5	92.30

**Standard Communications, Inc.**  
**Hourly Rates by Labor Category (Continued)**  
*All Rates are for Government Site and Contractor Site and include the GSA 0.75% IFF*

CLIN	CATEGORY	LEVEL	RATE
S461	Operating Systems Programmer	1	47.64
S462	Operating Systems Programmer	2	52.60
S463	Operating Systems Programmer	3	57.57
S464	Operating Systems Programmer	4	63.52
S465	Operating Systems Programmer	5	69.48
S471	Senior Operating Systems Programmer	1	84.36
S472	Senior Operating Systems Programmer	2	92.30
S473	Senior Operating Systems Programmer	3	102.23
S474	Senior Operating Systems Programmer	4	112.15
S475	Senior Operating Systems Programmer	5	123.07
S481	Quality Specialist	1	73.45
S482	Quality Specialist	2	80.39
S483	Quality Specialist	3	88.33
S484	Quality Specialist	4	97.27
S485	Quality Specialist	5	107.19
S491	Subject Matter Expert	1	137.96
S492	Subject Matter Expert	2	151.85
S493	Subject Matter Expert	3	166.74
S494	Subject Matter Expert	4	183.61
S495	Subject Matter Expert	5	201.48
S501	Systems and Security Executive	1	168.73
S502	Systems and Security Executive	2	185.60
S503	Systems and Security Executive	3	203.46
S504	Systems and Security Executive	4	224.31
S505	Systems and Security Executive	5	247.13

**Standard Communications, Inc.**  
**Hourly Rates by Labor Category (Continued)**  
*All Rates are for Government Site and Contractor Site and include the GSA 0.75% IFF*

CLIN	CATEGORY	LEVEL	RATE
S511	Technical Support Analyst	1	56.57
S512	Technical Support Analyst	2	62.53
S513	Technical Support Analyst	3	69.48
S514	Technical Support Analyst	4	76.42
S515	Technical Support Analyst	5	83.37
S521	Telecommunications Analyst	1	62.53
S522	Telecommunications Analyst	2	68.48
S523	Telecommunications Analyst	3	75.43
S524	Telecommunications Analyst	4	83.37
S525	Telecommunications Analyst	5	91.31
S531	Telecommunications Engineer	1	94.29
S532	Telecommunications Engineer	2	103.22
S533	Telecommunications Engineer	3	114.14
S534	Telecommunications Engineer	4	125.06
S535	Telecommunications Engineer	5	137.96
S541	IT/Telecommunications Executive	1	125.06
S542	IT/Telecommunications Executive	2	137.96
S543	IT/Telecommunications Executive	3	151.85
S544	IT/Telecommunications Executive	4	166.74
S545	IT/Telecommunications Executive	5	183.61
S551	Telecommunications Manager	1	87.34
S552	Telecommunications Manager	2	96.27
S553	Telecommunications Manager	3	105.21
S554	Telecommunications Manager	4	116.12
S555	Telecommunications Manager	5	128.03

**Standard Communications, Inc.**  
**Hourly Rates by Labor Category (Continued)**  
*All Rates are for Government Site and Contractor Site and include the GSA 0.75% IFF*

CLIN	CATEGORY	LEVEL	RATE
S561	Telecommunications Supervisor	1	56.57
S562	Telecommunications Supervisor	2	62.53
S563	Telecommunications Supervisor	3	68.48
S564	Telecommunications Supervisor	4	75.43
S565	Telecommunications Supervisor	5	82.38
S571	Telecommunications Technician	1	32.75
S572	Telecommunications Technician	2	35.73
S573	Telecommunications Technician	3	39.70
S574	Telecommunications Technician	4	43.67
S575	Telecommunications Technician	5	47.64
S581	Senior Telecommunications Technician	1	50.62
S582	Senior Telecommunications Technician	2	55.58
S583	Senior Telecommunications Technician	3	61.54
S584	Senior Telecommunications Technician	4	67.49
S585	Senior Telecommunications Technician	5	74.44
S591	Web Designer	1	70.47
S592	Web Designer	2	77.42
S593	Web Designer	3	85.36
S594	Web Designer	4	93.30
S595	Web Designer	5	103.22



## Standard Communications, Inc. Transmission Services

GSA Schedule: GS-35F-0648N - Electronic Commerce Special Item Number: 132-52

CLIN	Product Description	Price
VT100	Intra Lata T1 Monthly Service	\$491.8
VT110	Intra Lata T1 Non-Recurring Charge	\$430.9
VT120	Inter-Lata T1 Monthly Service	\$769.4
VT130	Inter-Lata Non-Recurring Charge	\$430.9
VT140	Internet T1 Monthly Service	\$554.0
VT150	Internet T1 Non-Recurring Charge	\$430.9
VT160	Internet DS3 Monthly Service	\$7,140.7
VT170	Internet DS3 Non-Recurring Charge	\$1,477.4
VT180	Internet DS3 - 5 Meg Fractional Rate - Monthly Service	\$2,708.5
VT190	Internet DS3 - 10 Meg Fractional Rate - Monthly Service	\$2,954.8
VT200	Internet DS3 - 20 Meg Fractional Rate - Monthly Service	\$3,508.8
VT210	Internet DS3 - 30 Meg Fractional Rate - Monthly Service	\$4,062.8
VT220	Internet Fractional DS3 Non-Recurring Charge	\$1,231.1
VT230	256 Kbps DSL Monthly Service	\$61.4
VT240	384 Kbps DSL Monthly Service	\$116.9
VT250	512 Kbps DSL Monthly Service	\$176.0
VT260	768 Kbps DSL Monthly Service	\$220.3
VT270	1.1 Mbps DSL Monthly	\$251.7
VT280	DSL Non-Recurring Charge	\$306.5
VT290	Digital T-1 Local Monthly Service	\$603.2
VT300	Digital T-1 (DID only) Local Monthly Service	\$529.4
VT310	ISDN PRI Monthly Service	\$603.2
VT320	Multi-Use T1 - Full - Monthly Service Per Channel	\$36.9
VT330	Multi-Use T1 - Fractional - Monthly Service Per Channel (Internet - 256 Kbps)	\$270.8
VT340	Multi-Use T1 - Fractional - Monthly Service Per Channel (Internet - 384 Kbps)	\$307.7
VT350	Multi-Use T1 - Fractional - Monthly Service Per Channel (Internet - 512 Kbps)	\$430.9
VT360	Multi-Use T1 - Fractional - Monthly Service Per Channel (Internet - 768 Kbps)	\$523.2
SLC	Subscriber Line Charge (Subscriber Line Charges will be placed as required by regulation.)	
Notes	<ol style="list-style-type: none"> <li>1. Country of Origin is the USA for all items</li> <li>2. All items carry lifetime warranty</li> <li>3. Unless otherwise noted, all charges are monthly charges.</li> <li>4. Unless otherwise noted, a 1-year subscription minimum is required</li> <li>5. All rates effective 1 March 2008</li> <li>6. GSA 0.75% IFF is included in all rates</li> </ol>	

# USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

## PREAMBLE

**Standard Communications 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 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 ordering activity contracts. To accelerate potential opportunities please contact **Mr. John P. Molière**. (540) 454-0881 [john.molier@stdcomm.com](mailto:john.molier@stdcomm.com)

**PROCUREMENT PROGRAMS - BEST VALUE  
BLANKET PURCHASE AGREEMENT  
FEDERAL ACQUISITION SCHEDULE**

**Standard Communications 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 Acquisition Schedule Contract(s)

\_\_\_\_\_.

Federal Acquisition 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 Acquisition Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 8.405-3.

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  
Date

\_\_\_\_\_  
Contractor

**Standard Communications Inc.**

**BLANKET PURCHASE AGREEMENT**

Pursuant to GSA Federal Acquisition 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, delivery tickets or sales slips that must contain the following information as a minimum must accompany all deliveries under this BPA:

- |  |  |
|--|--|
| (a) Name of Contractor;                          | (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 |
| (b) Contract Number;                             |  |
| (c) BPA Number;                                  |  |
| (d) Model Number or National Stock Number (NSN); |  |
| (e) Purchase Order Number;                       | (h) Date of Shipment.  |
| (f) Date of Purchase;                            |  |

(9) The requirements of a proper invoice are specified in the Federal Acquisition Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.(10)

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

## BASIC GUIDELINES FOR USING

### CONTRACTOR TEAM ARRANGEMENTS

Federal Acquisition 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 Acquisition Schedule contracts.

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

Participation in a Team Arrangement is limited to Federal Acquisition 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 Acquisition Schedule Contractors may individually meet the customer's needs, or -
- Federal Acquisition Schedule Contractors may individually submit a Schedules “Team Solution” to meet the customer's requirement.
- Customers make a best value selection.

### AUTHORIZED USERS

Standard Federal Corporation (SFC), an SDVOSB is co-located with SCI at 5402 Leeds Manor Road, Fauquier County, Virginia 22639, is authorized to use the GSA Schedule Contract Number GS35F-0648N. SFC's CAGE Code is 4JAU0 and its DUNS Number is 789368917.

### SMALL BUSINESS SUBCONTRACTING PLAN

**Standard Communications Inc. certifies that it is a Service Disabled Veteran-Owned Small Business;** therefore it is not subject to submitting a Small Business Plan. It does however make every effort to use small disadvantaged, women-owned, veteran owned, HubZone, Native American and service connected veteran-owned businesses as a normal course of its business practice.