

# PROSOFT

*GSA Schedule*

Contract Number  
**GS-35F-068GA**



## Information Technology Professional Services

Professional Software Engineering, Inc.  
(dba PROSOFT)  
780 Lynnhaven Parkway, Suite 350  
Virginia Beach, VA 23452-7332  
(757) 431-2400  
[www.PROSOFT.us.com](http://www.PROSOFT.us.com)



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

Special Item No. 132-51 Information Technology Professional Services

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

FPDS Code D301 IT Facility Operation and Maintenance  
FPDS Code D302 IT Systems Development Services  
FPDS Code D306 IT Systems Analysis Services  
FPDS Code D307 Automated Information Systems Design and Integration Services  
FPDS Code D308 Programming Services  
FPDS Code D308 Millennium Conversion Services (Y2K)  
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 D317 Automated News Services, Data Services, or Other Information Services  
FPDS Code D399 Other Information Technology Services, Not Elsewhere Classified

Note 1: All non-professional labor categories must be incidental to and used solely to support hardware, software and/or professional services, and cannot be purchased separately.

Note 2: Offerors and Agencies are advised that the Group 70 – Information Technology Schedule is NOT to be used as a means to procure services which properly fall under the Brooks Act. These services include, but are not limited to, architectural, engineering, mapping, cartographic production, remote sensing, geographic information systems, and related services. FAR 36.6 distinguishes between mapping services of an A/E nature and mapping services which are not connected nor incidental to the traditionally accepted A/E services.

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

**Professional Software Engineering, Inc. (dba PROSOFT)**  
**780 Lynnhaven Parkway, Suite 350**  
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**757-431-2400 / 800-924-1091**  
[www.prosoft.us.com](http://www.prosoft.us.com)

Contract Number: **GS-35F-068GA**

Initial Period Covered by Contract: November 10, 2016 through November 9, 2021. Three 5-year extensions extend performance to November 9, 2036. Current end date is November 9, 2021 per our Contract Award, dated November 10, 2016.

General Services Administration  
Federal Supply Service

Pricelist current through Contract Award, dated 11/10/2016

Products and ordering information in this Authorized FSS Information Technology Schedule Pricelist are also available on the GSA Advantage! System. Agencies can browse GSA Advantage! by accessing the following link:  
[https://www.gsaadvantage.gov/advqsa/advantage/main/start\\_page.do](https://www.gsaadvantage.gov/advqsa/advantage/main/start_page.do)

# TABLE OF CONTENTS

Information For Ordering Offices.....	3
Terms And Conditions Applicable To Information Technology Professional Services.....	8
USA Commitment To Promote Small Business Participation Procurement Programs Preamble.....	12
Best Value Blanket Purchase Agreement .....	13
Basic Guidelines For Using "Contractor Team Arrangements Agreement" .....	15
Services Descriptions .....	16
Services Skill Category Descriptions.....	18
Services Price List .....	28

# INFORMATION FOR ORDERING OFFICES

## SPECIAL NOTICE TO AGENCIES:

### Small Business Participation

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

For orders exceeding the micro purchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!™ on-line shopping service ([www.fss.gsa.gov](http://www.fss.gsa.gov)). The catalogs/pricelists, GSA Advantage!™ and the Federal Supply 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 micro purchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

#### 1. Geographic Scope of Contract:

The geographic scope of this contract is the 48 contiguous states, the District of Columbia, Alaska, Hawaii, the Commonwealth of Puerto Rico, and all U.S. Government installations and/or agencies abroad.

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

##### Contractor's Ordering Information:

**Professional Software Engineering, Inc. (T/A PROSOFT)**  
**780 Lynnhaven Parkway, Suite 350**  
**Virginia Beach, VA 23452-7332**  
**Attn: Mr. Phil Eagan [phil.eagan@prosoft.us.com](mailto:phil.eagan@prosoft.us.com)**  
**Tel: (757) 431-2400 (x1643)**  
**Fax: (757) 463-1071**

##### Contractor's Payment Address:

**Professional Software Engineering, Inc. (T/A PROSOFT)**  
**780 Lynnhaven Parkway, Suite 350**  
**Virginia Beach, VA 23452-7332**

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

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

**(757) 431-2400**

#### 3. LIABILITY FOR INJURY OR DAMAGE

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

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

Block 9: G. Order/Modification Under Federal Schedule  
Block 16: Data Universal Numbering System (DUNS) Number: **15-338-6891**  
Block 30: Type of Contractor - A. **Small Business**  
Block 31: Woman-Owned Small Business – No  
Block 36: Contractor's Taxpayer Identification Number (TIN) **54-1318467**

- a. CAGE Code: 1HK66
- b. Contractor has registered with the Central Contractor Registration Database.

**5. FOB Destination**

**6. DELIVERY SCHEDULE**

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

SPECIAL ITEM NUMBER DELIVERY TIME (Days ARO)

132-51 As negotiated between contractor and ordering agency.

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

**7. Discounts:** Prices shown are NET Prices; Basic Discounts have been deducted.

- a. Prompt Payment: None – Net 30 days from receipt of invoice or date of acceptance, whichever is later.
- b. Quantity: As reflected in the price list.
- c. Dollar Volume: None
- d. Government Educational Institutions: Offered the same discounts as all other Government customers.

**8. Trade Agreements Act of 1979, as amended:**

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

**9. Statement Concerning Availability of Export Packing:** 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.

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

The maximum order threshold for this contract is \$500,000. This threshold represents the point where it is advantageous for the ordering office to seek a price reduction or discount from the established pricelist, per item 12. c. below.

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

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

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 Supply Schedules, ordering offices 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 office 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 Government's needs.

**a. Orders placed at or below the micro-purchase threshold.** Ordering offices can place orders at or below the micro-purchase threshold with any Federal Supply 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 offices 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 agency's needs. In selecting the supply or service representing the best value, the ordering office 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 office 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 offices shall--

- (1) Review additional Schedule Contractors' 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 office 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 Supply Schedule BPAs is permitted when following the ordering procedures in FAR 8.404. All schedule contracts contain BPA provisions. Ordering offices 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 offices will find it advantageous to request a price reduction. For example, when the ordering office 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 office 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 agency for a specific order.

**f. Small business.** For orders exceeding the micro-purchase threshold, ordering offices 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 agency 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 office shall include an explanation in the file as to why the particular brand name, product, or feature is essential to satisfy the agency's needs.

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

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

**13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS):** Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in

accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDs should be obtained from the GSA, Federal Supply Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202) 619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301) 975-2833.

**14. 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 agency policy; however, the burden of administering the security requirements shall be with the ordering agency. 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 lessor.

**15. CONTRACT ADMINISTRATION FOR ORDERING OFFICES:** Any ordering office, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the Government's convenience, and (m) Termination for Cause (See 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 [https://www.gsaadvantage.gov/advgsa/advantage/main/start\\_page.do](https://www.gsaadvantage.gov/advgsa/advantage/main/start_page.do)

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

For administrative convenience, open market (non-contract) items may be added to a Federal Supply Schedule Blanket Purchase Agreement (BPA) or an individual order, provided that the items are clearly labeled as such on the order, all applicable regulations have been followed, and price reasonableness has been determined by the ordering activity for the open market (non-contract) items.

**18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS**

a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:

- (1) Time of delivery/installation quotations for individual orders;
- (2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/service/software package submitted in response to requirements which result in orders under this schedule contract.
- (3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.

b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.

**19. OVERSEAS ACTIVITIES**

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

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**none**

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Upon request of the Contractor, the Government may provide the Contractor with logistics support, as available, in accordance with all applicable Government regulations. Such Government 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**

Federal Acquisition Regulation (FAR) 13.303-I(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 Supply 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 Supply Schedule Contractors, if not inconsistent with the terms of the applicable schedule contract."

Federal Supply Schedule contracts contain BPA provisions to enable schedule users to maximize their administrative and purchase 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 receive less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act applies.

The Requisitioning 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.

## **23. SECTION 508 COMPLIANCE**

Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at [www.Section508.gov/](http://www.Section508.gov/).



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

## **1. SCOPE**

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

## **2. PERFORMANCE INCENTIVES**

- a. When using a performance based statement of work, performance incentives may be agreed upon between the contractor and the ordering office on individual orders or Blanket Purchase Agreements under this contract in accordance with this clause.
- b. The ordering office must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
- c. To the maximum extent practicable, ordering offices shall consider establishing incentives where performance is critical to the agency's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks and should be designed to relate results achieved by the contractor to specified targets.

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

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

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

- a. When ordering IT professional services ordering offices shall –

- (1) Prepare a Request (Request for Quote or other communication tool):

- (i) A statement of work (a performance-based statement of work is preferred) that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria, and any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared.

- (ii) The request should include the statement of work and request the contractors submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested, unless the ordering office makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and-materials proposal may be requested. The firm-fixed price shall be based on the rates in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm-fixed price of the order should also include any travel costs or other incidental costs related to performance of the services ordered, unless the order provides for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations. A ceiling price must be established for labor hour and time and material 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 pricelists, the ordering office should identify the contractors that appear to offer the best value (considering the scope of services offered, pricing and other factors such as contractors' locations, as appropriate). When buying IT professional services under SIN 132-51 ONLY, the ordering office, at its discretion, may limit consideration to those schedule contractors that are small business concerns. This limitation is not applicable when buying supplies and/or services under other SINS as well as SIN 132-51. The limitation may only be used when at least three (3) small businesses that appear to offer services that will meet the agency's needs are available, if the order is estimated to exceed the micro-purchase threshold.

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

(3) Evaluate proposals and select the contractor to receive the order:

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

b. The establishment of Federal Supply Schedule Blanket Purchase Agreements (BPAs) for recurring services is permitted when the procedures outlined herein are followed. All BPAs for services must define the services that may be ordered under the BPA, along with delivery or performance time frames, billing procedures, etc. The potential volume of orders under BPAs, regardless of the size of individual orders, may offer the ordering office the opportunity to secure volume discounts. When establishing BPAs, ordering offices shall –

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

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

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

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

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

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

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

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

#### **4. ORDER**

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

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

## **5. PERFORMANCE OF SERVICES**

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

## **6. INSPECTION OF SERVICES**

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

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

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52-.227-14 Rights in Data – General, may apply.

## **8. RESPONSIBILITIES OF THE GOVERNMENT**

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

## **9. INDEPENDENT CONTRACTOR**

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

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

- a. Definitions.

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

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

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

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

## **11. INVOICES**

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

## **12. PAYMENTS**

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

Time-and-Materials and Labor-Hour Contracts (FEB 1997) (Alternate II (JAN 1986)) at FAR 52.232-7 applies to labor-hour orders placed under this contract.

**13. RESUMES**

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

**14. INCIDENTAL SUPPORT COSTS**

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

**15. APPROVAL OF SUBCONTRACTS**

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

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

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

## **COMMITMENT**

To actively seek and partner with small businesses.

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

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

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

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

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

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

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

**Phil Eagan, (757) 431-2400 x 1643, [phil.eagan@prosoft.us.com](mailto:phil.eagan@prosoft.us.com), fax: (757) 463-1071**

# BEST VALUE BLANKET PURCHASE AGREEMENT FEDERAL SUPPLY SCHEDULE (Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act     (Agency)     and **Professional Software Engineering, Inc. (t/a PROSOFT)** enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract **GS-35F-068GA**.

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

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

**Signatures**

AGENCY	DATE	CONTRACTOR	DATE
			BPA NUMBER

**(CUSTOMER NAME)  
BLANKET PURCHASE AGREEMENT**

Pursuant to GSA Federal Supply Schedule Contract Number **GS-35F-068GA**, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (Ordering Agency):

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

<b>MODEL NUMBER/PART NUMBER</b>	<b>*SPECIAL BPA DISCOUNT/PRICE</b>

(2) Delivery:

<b>DESTINATION</b>	<b>DELIVERY SCHEDULE/DATES</b>

(3) The Government estimates, but does not guarantee, that the volume of purchases through this agreement will be \_\_\_\_\_.

(4) This BPA does not obligate any funds.

(5) This BPA expires on \_\_\_\_\_ or at the end of the contract period, whichever is earlier.

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

<b>OFFICE</b>	<b>POINT OF CONTACT</b>

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

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

- (a) Name of Contractor: **Professional Software Engineering, Inc. (t/a PROSOFT)**
- (b) Contract Number: **GS-35F-068GA**
- (c) BPA Number;
- (d) Model Number or National Stock Number (NSN);

(e) Purchase Order Number;

(f) Date of Purchase;

(g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and

(h) Date of Shipment.

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

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

# **BASIC GUIDELINES FOR USING "CONTRACTOR TEAM ARRANGEMENTS"**

Federal Supply Schedule Contractors may use "Contractor Team Arrangements" (see FAR 9.6) to provide solutions when responding to a customer agency requirements.

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

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

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

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

Here is a general outline on how it works:

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



# PROSOFT Services Descriptions

## Innovative Technology Solutions

Professional Software Engineering, Inc. (t/a PROSOFT) is an information technology and engineering services company with a reputation built on cost-effective, quality performance and over fifteen years record of outstanding customer satisfaction. Visit [www.PROSOFT.us.com](http://www.PROSOFT.us.com) for more information.

### CONNECTING PEOPLE AND TECHNOLOGY

### *Communications Engineering*

PROSOFT offers a wide range of detailed technical / engineering solutions to meet your life cycle communications requirements. We offer complete communications engineering support, including site survey analysis and design, systems architecture analysis and design, cable plant installations, system integration and configuration, help desk, and maintenance support. We currently operate and maintain large complex communications networks for: Naval Undersea Warfare Center (NUWC), Joint Forces Command (JFCOM), Defense Information Systems Agency (DISA), Special Communications Requirements Branch (SCRB) and Marine Corps Distance Learning Program (MCDLP).

Our customers rely on us to provide communications engineering solutions that encompass the latest developments and technologies in the areas of:

- Windows 2000 / Windows NT / BackOffice
- Microsoft, Cisco, and Fore Certified Engineers
- Gigabit-E and ATM Network Solutions
- Voice and Data switching Technologies
- Distance Learning Facility Design and Installations
- Video Teleconferencing (VTC) Design and Installations
- Structured Cable Distribution Systems
- Firewall Design and Configuration
- Information Assurance

### EMPOWERING TRAINING WITH TECHNOLOGY

### *Integrated Training Technologies*

PROSOFT offers a full spectrum of training products and services, including requirements analysis, multimedia courseware design and development, training effectiveness assessment, train-the-trainer instruction, distance learning program implementation support. Our teleconferencing experts provide equipment consultation and installation services, as well as one-on-one training for dynamic video conferencing and distance learning presentations. Our public use video conferencing suite provides an executive climate to conduct conferencing or training to worldwide locations 24 hours a day. Our experience includes:

- The Army Distance Learning Program (TADLP) Development and Implementation
- The Army Training System (TATS) Courseware Design and Development
- Army Modernization Training (AMT)
- Staff and Faculty Training
- Standard Army Training System (SATS) Implementation and Support
- Distance Learning Implementation and Video Conferencing
- IDEF Modeling and Application Development

## **CREATING INFORMATION SYSTEMS FOR RESULTS** *Information Engineering*

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PROSOFT has extensive expertise developing integrated and stand-alone software systems. Our projects include sophisticated web-based, local and networked client/server applications that enable multiple operating systems to communicate through different protocols. Our specialties include database design, application development, user interface construction, and tactical software engineering.

We use a wealth of cutting-edge tools (Dreamweaver, Flash, Cold Fusion, Photoshop, to name a few) and expertise to develop web sites/pages, programs/applications, and back-end connectivity. Our system designs are cross-browser/version compatible. Our applications include Visual Basic, Transact-SQL, SQL Server, and Oracle database resources. Our experience and expertise include:

- Web-Based Applications; Intranet/Internet/Xtranet
- System Security Configuration
- Data Protection/SSL Encryption
- Structured Requirements Analysis
- Prototyping and Feasibility Studies
- Automated Information Management Systems
- System Documentation and Training
- Configuration Management
- DII-COE Compliant Solutions
- Help Desk Information Center Operations

## **SUPPLYING PEOPLE WITH KNOWLEDGE** *Technical Training*

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PROSOFT has courses specifically designed to enhance the capabilities of your workforce. Our training will empower your people, whether it deals with instructor training, group dynamics, training development, video conferencing, or distance learning. The United States Army Training Support Center (ATSC) has utilized PROSOFT expertise in the development and training phases of numerous traditional and distance learning courses. Our expertise in closing the gap of where you are and where you would like to be is only a GSA schedule away.

To help supply your people with the information, training, and knowledge to close the gap, PROSOFT offers the following courses:

- Systems Approach to Training (SAT)
- Automated Systems Approach to Training (ASAT)
- The Army Instructor Training Course (TAITC)
- Small Group Instructor Training Course (SGITC)
- Video Teletraining Instructor Training Course (VTTITC)
- Dynamics of Distance Learning Course (DDLC)
- Standard Army Training System (SATS)

# PROSOFT Services Skill Category Descriptions

## 1. Senior Manager

Minimum General Experience: Ten or more years of experience in related field including seven years of supervisory or management experience. Should have experience as a Program Manager.

Functional Responsibility: The Senior Manager provides top-level leadership and generally supervises two or more programs/projects at multiple geographic sites. Formulates and enforces work standards; and solves complex technical, administrative, and management problems. Serves as top-level interface with Government management personnel. Provides verbal and written skills required at all management levels to maintain complete program control.

Education: Bachelors Degree in related field or equivalent experience. (Masters Degree preferred)

## 2. Program Manager

Minimum General Experience: Eight or more years of experience in related field including five years of supervisory or management experience. Experience should include managing financial aspects of contracts.

Functional Responsibility: The Program Manager provides leadership and overall technical direction; formulates and enforces work standards; and solves complex technical, administrative, and management problems. Serves as the single authorized interface with Government management personnel. Provides verbal and written skills required at all management levels to maintain complete program control

Education: Bachelors Degree in related field or equivalent experience.

## 3. Project Manager

Minimum General Experience: Six or more years of experience in related field including at least four years of supervisory experience.

Functional Responsibility: The Project Manager is responsible for all aspects of project performance and provides overall direction to all project activities and personnel. He formulates and enforces work standards, assigns project schedules, reviews work, supervises project personnel and communicates policies and organizational goals and objectives to all project personnel. Provides verbal and written skills required at all management levels to maintain complete project control.

Education: Bachelors Degree in related field or equivalent experience.

## 4. Principal Systems Engineer

Minimum General Experience: Twelve years of technical experience performing requirements analysis and systems design for enterprise-wide or large-scale computer and information systems. Requires in-depth understanding of structured analysis and complex architecture design, concepts, and methods. Possesses state-of-the-art knowledge of the in open systems standards (e.g., OSI, ISO, OSE, TAFIM), design methodologies and tools such as entity relationships, data flow diagrams, IDEF1x, object oriented principles, and system engineering practices.

Functional Responsibility: Evaluates work flows, organizational processes and procedures and develops enterprise-wide or large-scale computer/information management system solutions. Designs architecture to include the software, hardware, and communications to support the total requirement. Provides for present and future cross-functional requirements and interfaces. Ensures systems are compliant and compatible with open systems architecture standards. Provides Team Leadership and establishes technical responsibilities of team members.

Education: Bachelor's Degree or equivalent in Computer Science, Engineering, or related field. (Master's Degree preferred).

## 5. Senior Systems Engineer

Minimum General Experience: Ten or more years of technical experience performing requirements analysis and systems design for enterprise-wide or large-scale computer and information systems. Requires in-depth understanding of structured analysis and complex architecture design, concepts, and methods. Possesses state-of-the-art knowledge of the in open systems standards (e.g., OSI, ISO, OSE, TAFIM), design methodologies and tools such as entity relationships, data flow diagrams, IDEF1x, object oriented principles, and system engineering practices.

Functional Responsibility: Evaluates work flows, organizational processes and procedures and develops enterprise-wide or large-scale computer/information management system solutions. Designs architecture to include the software, hardware, and communications to support the total requirement. Provides for present and future cross-functional requirements and interfaces. Ensures systems are compliant and compatible with open systems architecture standards. May provide daily supervision to project staff.

Education: Bachelor's Degree or equivalent in Computer Science, Engineering, or related field. (Master's Degree preferred)

## 6. Senior Systems Analyst

Minimum General Experience: More than eight years of technical experience analyzing and designing computer systems. Possesses knowledge of current storage and retrieval methods and demonstrated ability to formulate and develop specifications and requirements for computer programmers to use in coding, testing, and debugging computer programs

Functional Responsibility: Provides technical direction for personnel performing system and software development tasks including the review of products for quality. Coordinates with Project Manager to ensure problem solution and customer satisfaction. Makes recommendations for approval of major computer system installations. Prepare milestone status reports and presentations on system concepts. Provides daily supervision to supporting analysts and technicians.

Education: B. S. In computer science or related field or equivalent years of experience.

## **7. Systems Analyst**

Minimum General Experience: Five years technical experience analyzing and supporting the design of computer systems.

Functional Responsibility: Analyzes user interfaces, workload and computer usage, outside system interfaces, downtime, system modifications, upgrades, and information to be processed. Defines problems and develops system requirements.

Education: Bachelors Degree in related field or equivalent experience.

## **8. Senior Programmer**

Minimum General Experience: Eight or more years experience within the software industry. Possesses detailed knowledge of software design and attendant programs. Is familiar with Computer aided Software Engineering (CASE) Tools. Possesses knowledge of system and database management concepts. Is expert in one or more programming languages such as C++ or COBOL.

Functional Responsibility: Provides advanced programming services for a variety of specific systems and business, military, scientific, or commercial applications. Participates at all levels in systems analysis, design definition, software development, systems test, implementation, and maintenance. Analyzes coding problems and develops improvements to procedures. Exercises independent judgment. May supervise subordinate programming staff.

Education: Bachelors Degree in Computer Science

## **9. Programmer**

Minimum General Experience: Over four years of general experience within the software industry. One to three years of technical experience designing and programming in advanced programming languages. Competent in analyzing functional business applications and design specifications for functional activities. Possesses knowledge of computer equipment and the ability to develop software to satisfy design objectives. Requires competence in analysis and design of system applications. Possesses knowledge of system and database management concepts and the use of programming languages such as C++ and COBOL. Possesses knowledge of state-of-the-art software/database engineering methodologies, CASE tools, and design techniques, as well as applicable software/database standards.

Functional Responsibility: Develops block diagrams and logic flow charts. Translates detailed design into computer software. Supports testing, debugging, and refining the computer software to produce the required product. Prepares program-level and user-level documentation. Enhances software to reduce operating time or improve efficiency.

Education: Bachelors Degree in Computer Science or equivalent experience

## **10. Junior Programmer**

Minimum General Experience: Zero to three years experience within the software industry.

Functional Responsibility: Performs elementary programming tasks which closely follow patterns of previously completed projects. Under supervision performs system analysis and program design, develops and tests software, prepares system documentation and specifications, and maintains existing software.

Education: Associates Degree in Computer Science or equivalent experience.

## **11. Computer Training Specialist**

Minimum General Experience: Three to five years of experience developing and conducting courses to educate technical and non-technical personnel in computer technology fields. Competence preparing curriculum and teaching documents such as lesson plans, training manuals, and computer based training materials. Capable of operating multimedia and distance learning equipment.

Functional Responsibility: Collects, organizes, and composes training materials. Conducts training courses and seminars. May provide one-on-one coaching and assistance, as well as assisting with automated training materials or computer-based training (CBT).

Education: Bachelors Degree or equivalent

## **12. Senior Database Administrator**

Minimum General Experience: Five years experience in database design and development for large-scale access, queries, and storage. Experience in connecting database to external applications, web interfaces, and client tools. Has knowledge of current and emerging database tools, strategies, and technologies. Has minimum of 2 years demonstrated experience with specialized tools such as Oracle or MS SQL Server, Transact-SQL, MS Access, etc.

Functional Responsibility: Designs database table structure and columns, programs key or identifier data elements. Organizes and formats data for efficient query and storage processes. Codes stored procedures or database hooks to access and submit data to a database from applications, web pages, or client tools. Administers and manages data using server management tools and performs modifications as necessary and plans for database scalability.

Education: Bachelor's Degree in Computer Science or equivalent experience.

## **13. Instructional Technologist**

Minimum General Experience: Eight or more years of experience designing and developing education and training materials in a variety of technical and functional areas. Experienced with the Instructional Systems Design (ISD) process and the Systems Approach to Training (SAT). Thoroughly knowledgeable with distance learning procedures and course design. Possesses state-of-the-art knowledge of educational and training technology. Should have experience with authoring software, (i.e. Toolbook, Designers Edge, Icon Author).

Functional Responsibility: Designs and develops state-of-the-art training and training support materials using the SAT and ISD processes. Selects intermediate and terminal training objectives and develops recommendations for the most appropriate methods to conduct the training. May supervise Computer Training Specialists in course design and development.

Education: Bachelor's Degree in appropriate field (Education preferred) or equivalent experience.

## **14. Senior Training Analyst**

Minimum General Experience: Eight or more years experience in analyzing and developing training requirements and designing training programs. Four or more years of experience in the specified functional area.

Functional Responsibility: Subject Matter Expert who analyzes user needs to determine training requirements as they apply to the systems in question. Works with technical experts and instructional technologists to incorporate the training solution into new or existing training programs. May provide life-cycle support for resulting training systems or programs. Supervises training development staff.

Education: Bachelor's Degree in functional area. (Master's preferred)

## **15. Training Analyst**

Minimum General Experience: Four or more years experience in analyzing and developing training requirements and designing training programs. Two or more years of experience in the specified functional area.

Functional Responsibility: Subject Matter Expert who analyzes user needs to determine training requirements as they apply to the systems in question. Works with technical experts and instructional technologists to incorporate the training solution into new or existing training programs. May provide life-cycle support for resulting training systems or programs.

Education: Bachelor's Degree in functional area or equivalent experience.

## **16. Documentation Specialist**

Minimum General Experience: Three or more years of related experience.

Functional Responsibility: Supports documentation activities such as technical writing, illustrating, editing, proofreading, production, and quality control required for the preparation of technical documents, on-line help, and other interactive documentation.

Education: Bachelor's Degree, English preferred, or equivalent experience.

## **17. Senior Military Analyst**

Minimum General Experience: Ten or more years of related military work experience researching and analyzing issues associated with National Military Strategy; Army, Navy, Air Force or Marine Corps doctrine; Joint and Combined doctrine; new operational concepts; emerging military technologies; warfighting experiments; test and evaluation; or threat assessments. Four or more years of experience in the specified functional area.

Functional Responsibility: The Senior Military Analyst will act as the Subject Matter Expert who provides research and analytical support for Army, Navy, Air Force and Marine Corps Transformation and Modernization initiatives, emerging doctrine and tactics, future warfighting concepts and strategic plans, or new systems acquisition and fielding.

Education: Bachelor's Degree in any field or equivalent experience (Masters preferred).

## **18. Military Analyst**

Minimum General Experience: Six or more years of related military work experience researching and analyzing issues associated with National Military Strategy; Army, Navy, Air Force or Marine Corps doctrine; Joint and Combined doctrine; new operational concepts; emerging military technologies; warfighting experiments; test and evaluation; or threat assessments. Two or more years of experience in the specified functional area.

Functional Responsibility: The Military Analyst will act as the Subject Matter Expert who provides research and analytical support for Army, Navy, Air Force and Marine Corps Transformation and Modernization initiatives, emerging doctrine and tactics, future warfighting concepts and strategic plans, or new systems acquisition and fielding.

Education: Bachelor's Degree in any field or equivalent experience.

## **19. Principal Enterprise Engineer**

Minimum General Experience: Ten years experience in overseeing integration of network management processes on an enterprise basis. Responsible for the installation, configuration, operation, and maintenance of the full spectrum of network management tools throughout a large-scale enterprise network. Thoroughly experienced in system administration, troubleshooting, distributed monitoring, framework, inventory, remote control.

Functional Responsibility: The Principal Enterprise Engineer oversees the deployment and enterprise-wide integration of all network management tools.

Education: Bachelor's Degree in technical field, or four years additional experience without a degree.

## **20. Senior Enterprise Engineer**

Minimum General Experience: Six years experience in overseeing integration of network management processes on an enterprise basis. Responsible for the installation, configuration, operation, and maintenance of the full spectrum of network management tools throughout a large-scale enterprise network. Thoroughly experienced in system administration, troubleshooting, distributed monitoring, framework, inventory, remote control.

Functional Responsibility: The Senior Enterprise Engineer facilitates the deployment and enterprise-wide integration of all network management tools.

Education: Bachelor's Degree in technical field, or four years additional experience without a degree.

## **21. Senior Telecommunications Engineer**

Minimum General Experience: Eight or more years of experience in the telecommunications field. At least two years of experience with data communications to include software/hardware design, working knowledge of the internet, Host Protocols, Local, Wide, and Metropolitan Area Networks. Demonstrated abilities in data analysis and network documentation, working knowledge of TCP/IP, router configuration techniques, FDDI, and Ethernet.

Functional Responsibility: Applies state-of-the-art knowledge to determine requirements and design telecommunications and networked computer information systems. Provides general supervision to system installation staff.

Education: Bachelor's Degree in Electrical Engineering or equivalent experience

## **22. Telephone Engineer**

Minimum General Experience: Four years or more of relevant telephone engineering experience. Working knowledge of current telephony applications. Supervisory experience required. Specific experience private and public exchanges, main and intermediate distribution systems, and general traffic and telephone network analysis or design.

Functional Responsibility: Applies state-of-the-art knowledge to determine requirements and design computer driven telephone systems. Provides general supervision to system installation staff.

Education: Bachelor's Degree in Electrical Engineering or equivalent experience

## **23. Tele-video Engineer**

Minimum General Experience: Four or more years of tele-video engineering experience including supervisory experience in video control and distributed systems. Working knowledge of state-of-the-art equipment including familiarization with full motion NCTS composite and non-composite analog, video and audio distribution systems, (red, green, blue (RGB), site design, video teleconferencing, and human factors engineering.

Functional Responsibility: Applies state-of-the-art knowledge to determine requirements and design video teleconferencing and distance learning systems. Provides general supervision to system installation staff.

Education: Bachelor's Degree in Electrical Engineering or equivalent experience

## **24. Installation Supervisor**

Minimum General Experience: Minimum of six years recent installation experience in classified and/or unclassified data communications cabling (coaxial and fiber optic). Current Building Industry Consulting Service International (BICSI) Telecommunications Cable Installer or equivalent certificate may be substituted for two years of the required experience. Must be currently trained and certified to work with asbestos materials, in accordance with Environmental Protection Agency's standards.

Functional Responsibility: The Installation Supervisor is responsible for supervision of installation of both cable and fiber optic (e.g. reading and interpreting blue prints, sketches, wiring diagrams, terminating fiber optic cables, and experienced in the operation of a Time Domain Reflectometer for copper and fiber optic conductors.

Education: High School diploma, or GED certificate required.

## **25. Senior Telecommunications Technician**

Minimum General Experience: Six or more years experience with telephony techniques to include design, switching, call routing, voice mail programming, maintenance, and testing procedures. Experience with fiber optic termination, operation, design, connectorization, and fusion splicing. At least two years experience with network operation and troubleshooting, installation of network equipment, and network wiring techniques.

Functional Responsibility: Assists in the design of networked telecommunications systems. Terminates and tests fiber optic cable. Supervises installation of telecommunications systems and networks. Performs Quality Insurance inspections.

Education: High school diploma or GED certificate required.

## **26. Telecommunications Technician**

Minimum General Experience: Four or more years experience with telephony techniques to include design, switching, call routing, voice mail programming, maintenance, and testing procedures. Experience with fiber optic termination, operation, design, connectorization, and fusion splicing. At least two years experience with network operation and troubleshooting, installation of network equipment, and network wiring techniques.

Functional Responsibility: Assists in the design of networked telecommunications systems. Terminates and tests fiber optic cable. Installs and maintains telecommunications systems and networks. Programs voice mail systems and computerized switchboards. May supervise cable installation teams and subordinate technicians.

Education: High school diploma or GED certificate required.

## **27. Communication Systems Analyst**

Minimum General Experience: Three years or more experience in designing or maintaining communications systems hardware or software. Experience includes planning and installing Local Area Networks (LANs) and connecting them to large public data networks and analyzing communications system requirements and performance characteristics.

Functional Responsibility: Analyzes telecommunication systems and network to ensure optimal performance. Tunes, designs, installs, and administers data networks.

Education: Bachelor's Degree in Computer Science or Electrical Engineering or equivalent experience.

## **28. Communications Specialist**

Minimum General Experience: Five or more years of general experience in the communications industry including research, system analysis, concept and system design, problem resolution. Experience must include both Local area and Long-Haul Networks and Internet and host connection protocols.

Functional Responsibility: Develops and interprets communication system hardware and software requirements. Performs market research and evaluates state-of-the-art communications technologies.

Education: Bachelor's Degree in Computer Science or Electrical Engineering or related experience.

## **29. Senior Network Integration Engineer**

Minimum General Experience: Eight or more years professional experience with local and wide area networks. Formal certification by a major network vendor.

Functional Responsibility: Analyzes requirements and designs, installs, configures, implements, and supports network infrastructure, Local; and Wide Area Network operating systems and computer data exchange requirements. Analyzes and evaluates network performance, tunes as required. Consults with customers and non-technical sources on problems that are complex in nature and acts as task leader providing technical direction to supporting professional and technical staff.

Education: Bachelor's Degree in Computer Science or related field or equivalent experience.

## **30. Senior Network Engineer**

Minimum General Experience: Four to seven years professional experience with local and wide area networks. Formal certification by a major network vendor.

Functional Responsibility: Installs, configures, implements, and supports network infrastructure, LAN/WAN operating systems and computer data exchange requirements. Analyzes and evaluates network performance, tunes as required. Reviews work and installation progress for accuracy, adherence to network design, and conformance to telecommunications standards. Consults with customers and non-technical personnel as required.

Education: Bachelor's Degree in Computer Science or related field or equivalent experience.



### **31. Senior Network Administrator/Analyst**

Minimum General Experience: Six or more years of experience managing local, metro, and/or wide area networks. Competent in the acquisition and management of communication hardware and software and in operating and maintaining LAN/MAN/WAN and other network related equipment. Formal certification by a major network vendor. Possesses knowledge of network and computer hardware and software such as bridges, routers, gateways, and modems; network operating systems such as Windows NT, NetWare, and Banyan Vines; protocols such as TCP/IP, X.25, X.400, and X.500; and technologies such as ATM, frame relay, and FDDI.

Functional Responsibility: Provides technical leadership in the integration and testing of large-scale computer integrated networks. Designs and optimizes network topologies and site configurations. Plans installations, transitions, and cutovers of network components, network operating systems, and capabilities. Oversees network control center. Supervises installation and maintenance of network components. Optimizes network costs and performance, accounting, fault, and security management. Coordinates network requirements with users and sites.

Education: Associates Degree or ADP certification, (Microsoft Certified Systems Administrator (MCSA) and Novell Certified Network Administrator (CNA)).

### **32. Electronics Technician V**

Minimum General Experience: Five years of work related experience in electrical/electronic telecommunications systems. Experience includes network operations and troubleshooting, installation of network equipment, network cabling techniques, network configuration and control procedures as well as fiber optic cable termination, operation, design, connectorization, and fusion splicing. Telephony technologies to include design, switching, call routing, voice mail programming, maintenance, and testing procedures.

Functional Responsibility: Installs, troubleshoots, repairs, and maintains networked telecommunications and computer systems. Supervise subordinate technicians.

Education: High School diploma or GED certificate required.

### **33. Electronics Technician IV**

Minimum General Experience: Four years of work related experience in electrical/electronic telecommunications systems. Experience includes network operations and troubleshooting, installation of network equipment, network cabling techniques, telephone wiring and troubleshooting skills, and voice mail programming skills. Fiber optic cable termination, splicing, connectorization, troubleshooting and theory of operations. Telephony technologies to include design, switching, call routing, maintenance, and testing procedures.

Functional Responsibility: Supports installation, troubleshooting, repairing, and maintaining networked telecommunications and computer systems. May supervise cable-laying procedures.

Education: High School diploma or GED certificate required.

### **34. Electronics Technician III**

Minimum General Experience: Three years of work related experience including telephone wiring and troubleshooting skills, network troubleshooting skills and techniques, fiber optic cable termination, splicing, connectorization, troubleshooting, and theory of operation, and basic voice mail system programming.

Functional Responsibility: Supports installation, troubleshooting, repairing, and maintaining networked telecommunications and computer systems. May supervise cable-laying procedures.

Education: High School diploma or GED certificate required.

### **35. Senior Engineering Technician**

Minimum General Experience: Four years technical experience in mechanical, electrical, or electronics systems. Requires competence in the preparation of original technical documentation involving the operation, maintenance, and repair of mechanical, electrical, or electronic equipment and systems.

Functional Responsibility: The Senior Engineering Technician applies advanced technical knowledge to solve complex problems. Prepares engineering change documentation, integration/installation plans, and system testing plans.

Education: High School diploma, or GED certificate required.

### **36. Engineering Technician**

Minimum General Experience: Two years technical experience in mechanical, electrical, or electronics systems. Familiarity in the preparation of original technical documentation involving the operation, maintenance, and repair of mechanical, electrical, or electronic equipment or systems.

Functional Responsibility: The Engineering Technician applies technical knowledge to solve engineering problems. Prepares engineering change documentation, integration/installation plans, and system testing plans.

Education: High School diploma, or GED certificate required.

### **37. Senior Help Desk Analyst**

Minimum General Experience: Three or more years experience operating a PC-based Help Desk, Call Screening Center including one or more years of supervisory experience. Two or more years experience working with Microsoft Office, Corel Office, Windows 95, Windows NT or comparable products. Three or more years experience with personnel computer communication products including network protocols. Two or more years experience with Internet browsers.

Functional Responsibility: Supervises Help Desk Call Screening Center. Responds to telephonic, faxed, e-mail, or walk-in requests for assistance. Ensures automated Help Desk Log is maintained and monitors status of open requests. Maintains Help Desk metrics and provides performance reports as tasked.

Education: Bachelors Degree in Computer Science or equivalent experience

### **38. Intermediate Help Desk Technician**

Minimum General Experience: Three or more years experience operating a PC-based Help Desk, Call Screening Center. Two or more years experience working with Microsoft Office, Corel Office, Windows 95, Windows NT or comparable products. Two or more years experience with personnel computer communication products including network protocols. Two or more years experience with Internet browsers.

Functional Responsibility: Responds to telephonic, faxed, e-mail, or walk-in requests for assistance.

Education: High School diploma or GED certificate required.

### **39. Help Desk Technician**

Minimum General Experience: Two or more years experience operating a PC-based Help Desk, Call Screening Center. One or more years experience working with Microsoft Office, Corel Office, Windows 95, Windows NT or comparable products. One or more years experience with personnel computer communication products including network protocols. One or more years experience with Internet browsers.

Functional Responsibility: Responds to telephonic, faxed, e-mail, or walk-in requests for assistance.

Education: High School diploma or GED certificate required.

### **40. Administrative Assistant**

Minimum General Experience: Three to five years of administrative experience within the industry.

Functional Responsibility: Works under minimum supervision in performing administrative and/or financial tasks of a highly specialized nature to develop, administer, and support project activities. On occasion uses independent judgment and initiative in resolving problem. May supervise subordinate clerical personnel.

Education: High School diploma or GED certificate required.

## **41. Technical Illustrator**

Minimum General Experience: Four or more years experience in graphic arts and technical drawing. Two or more years experience with AutoCAD and computer graphics packages.

Functional Responsibility: Creates overall graphic design, artwork, technical drawings and layout for all types of documentation, including on-line help and other interactive documentation, for Internet and World Wide Web documents. Demonstrates creativity and resourcefulness and the regular use of independent judgment when interfacing with customers and members of the technical staff. Use analytic skills and automated tools to resolve complex design problems.

Education: Associates Degree or completion of a technical school in a related area or equivalent experience.

## **42. Word Processor III**

Minimum General Experience: Two or more years of experience within the industry.

Functional Responsibility: Works under general supervision in performing moderately complex administrative and word processing duties. Transforms rough draft documents provided by the technical staff into error free final products meeting customer specifications. May greet visitors and perform receptionist duties as necessary.

Education: High School diploma or GED certificate required.

## **43. Cost Analyst**

Minimum General Experience: Three to five years of experience providing functional financial analysis in support of information resource management. Competent in evaluating, developing, and projecting the costs of alternative ways to accomplish functional objective. Knowledgeable in performing economic analyses as they apply to telecommunications and information management systems.

Functional Responsibility: States costs and risks as a net change to the functional baseline cost, and projects the cost of doing business now and in the future. Provides technical and financial justifications obtained by collecting information relevant to the decision and displaying that information in standard formats. May also be responsible for financial analysis and cost accounting.

Education: Bachelor's Degree in Accounting or related field or equivalent experience.

## **44. Functional Area Expert**

Minimum General Experience: Must possess at least eight years of general experience, at least six years in the designated functional area.

Functional Responsibility: Applies analytical skills to support process improvement, specialized studies, and definition of requirements. Typical duties include analysis, planning, developing requirements documents, building functional models, developing procedures, developing functional architectures, and other related management and technical duties. Requires expertise in specialty area.

Education: Alternate qualifications include a) substitution of a Bachelors degree for two years of general or specialized experience and b) substitution of various functional area technical certifications (such as Microsoft Certified Systems Engineer (MCSE), CISCO router certification, FORE Systems Engineer) for two years of general or specialized experience.

## **45. Senior Configuration Management Analyst**

Minimum General Experience: Eight years experience in development of configuration management plans, familiarity with physical and functional representation at the system level, ensures proper labeling and grouping of code, performs audits of hardware/software and documentation, uses CM tools to coordinate changes to system, maintains CM library. Establishes procedures for implementation of system and operational changes.

Functional Responsibility: The Configuration Management Analyst oversees the development of Hardware and Software CM Plans, including development and maintenance of comprehensive system documentation.

Education: Bachelor's Degree in technical field, or four years additional experience without a degree.

## **46. Configuration Management Analyst**

Minimum General Experience: Five years experience in development of configuration management plans, familiarity with physical and functional representation at the system level, ensures proper labeling and grouping of code, performs audits of hardware/ software and documentation, uses CM tools to coordinate changes to system, maintains CM library. Establishes procedures for implementation of system and operational changes.

Functional Responsibility: The Configuration Management Analyst applies technical knowledge in the development of Hardware and Software CM Plans, including development and maintenance of comprehensive system documentation.

Education: Bachelor's Degree in technical field, or four years additional experience without a degree.

## **47. Engineering Analyst**

Minimum General Experience: At least three years technical experience in design, project coordinating and field services within the engineering field (e.g., Marine, Mechanical, Electrical, Electronic, etc.); system planning, performance management, capacity planning, testing and validation, benchmarking, information engineering. Demonstrates the ability to define and execute systems engineering and analysis activities within a project.

Functional Responsibility: The Engineering Analyst guides users in establishing requirements, advises alternative approaches, conducts feasibility studies and analyses.

Education: Bachelor's Degree in Engineering field, or associate's degree in related field and two years technical experience, or five years engineering experience without a degree.

## **48. Senior Capacity Planner**

Minimum General Experience: Eight years experience in IT-wide capacity planning. Develops models for forecasting system utilization, documents measurements of systems capacity, reviews current operating environment to determine best utilization practices, models various solutions to fulfill capacity requirements, recommends systems reconfigurations when appropriate, evaluates impact of planned business growth and reductions on the environment, evaluates the impact of process and applications changes on the environment, develops trend analysis reports, develops and monitors planning assumptions and forecasts.

Functional Responsibility: The Senior Capacity Planner measures resource consumption against planned utilization, monitors variances, and recommends solutions to the system.

Education: Bachelor's Degree in technical field, or four years additional experience without a degree.

## **49. Logistics Specialist**

Minimum General Experience: Four years logistical experience in material and Integrated Logistics Support (ILS) programs. Knowledgeable in the identification of material and ILS requirements, Bid Specifications, application of logistics and procurement systems, and procedures for requisitioning and purchasing program materials and equipment and long lead materials.

Functional Responsibility: The Logistician identifies ILS requirements and coordinates material procurement. Prepares Bid Specifications and reviews specifications for material and equipment.

Education: High School diploma, or GED certificate required.

## **PROSOFT Services Price List**

**Effective November 2016  
Forward**

<b>Management</b>	<b>GSA Price</b>
1. Senior Manager	\$117.27
2. Program Manager	\$88.61
3. Project Manager	\$79.37
<b>Information Systems</b>	
4. Principal Systems Engineer	\$106.23
5. Senior Systems Engineer	\$99.38
6. Senior Systems Analyst	\$89.77
7. Systems Analyst	\$78.38
8. Senior Programmer	\$68.34
9. Programmer	\$63.06
10. Junior Programmer	\$49.02
11. Computer Training Specialist	\$62.18
12. Senior Database Administrator	\$86.92
<b>Training &amp; Training Development</b>	
13. Instructional Technologist	\$79.77
14. Senior Training Analyst	\$87.04
15. Training Analyst	\$60.43
16. Documentation Specialist	\$49.64
17. Senior Military Analyst	\$97.28
18. Military Analyst	\$84.78
<b>Networks &amp; Telecommunications</b>	
19. Principal Enterprise Engineer	\$148.05
20. Senior Enterprise Engineer	\$98.90
21. Senior Telecommunications Engineer	\$98.30
22. Telephone Engineer	\$82.54
23. Tele-Video	\$85.43
24. Installation Supervisor	\$81.17
25. Senior Telecommunications Technician	\$70.68
26. Telecommunications Technician	\$61.09
27. Communications System Analyst	\$65.68
28. Communications Specialist	\$55.27
29. Senior Network Integration Engineer	\$83.90
30. Senior Network Engineer	\$61.80
31. Senior Network Administrator/Analyst	\$53.76
32. Electronics Technician V	\$55.97
33. Electronics Technician IV	\$45.38
34. Electronics Technician III	\$40.71
35. Senior Engineering Technician	\$65.42
36. Engineering Technician	\$57.41
<b>Support Functions</b>	
37. Senior Help Desk Analyst	\$53.76
38. Intermediate Help Desk Technician	\$49.76
39. Help Desk Technician	\$38.79

40. Administrative Assistant	\$45.07
41. Technical Illustrator	\$54.56
42. Word Processor III	\$39.28
43. Cost Analyst	\$71.88
44. Functional Area Expert	\$113.86
45. Senior Configuration Management Analyst	\$98.67
46. Configuration Management Analyst	\$79.84
47. Engineering Analyst	\$70.75
48. Senior Capacity Planner	\$111.03
49. Logistics Specialist	\$55.98