

FEDERAL SUPPLY SCHEDULE

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

SPECIAL ITEM NO: 132-51 - Information Technology Professional Services

ITEM

CATEGORY

SIN 132-51 - Information Technology Professional Services

S

FPDS Code D301	IT Facility Operation and Maintenance
FPDS Code D302	IT Systems Development Services
FPDS Code D306	IT Systems Analysis Services
FPDS Code D308	Programming Services
FPDS Code D311	IT Data Conversion Services
FPDS Code D316	IT Network Management Services
FPDS Code D399	Other Information Technology Services, Not Elsewhere Classified

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

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

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

SYTRONICS, Incorporated

4433 Dayton-Xenia Road; Building 1 ♦ Dayton OH 45432 ♦ 1-800-699-1466, Extension 6110
<http://www.sytronics.com>

Contract No.: GS-35F-5304H

Period Covered by Contract: 18 December 1997 through 17 December 2012

**GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE**

Price List current through Modification #FX47, dated 22 February 2007.

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

**INFORMATION FOR ORDERING OFFICES
APPLICABLE TO ALL SPECIAL ITEM NUMBERS**

SPECIAL NOTICE TO AGENCIES

Small Business Participation

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

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

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

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

**FEDERAL SUPPLY SERVICE
AUTHORIZED INFORMATION TECHNOLOGY SCHEDULE
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1.0 GEOGRAPHIC SCOPE OF CONTRACT:

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

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

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

2.0 CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:

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

2.1 Ordering Information

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

Company Name:	<i>SYTRONICS, Incorporated</i>
ATTN:	GSA Ordering Desk
Address:	4433 Dayton-Xenia Road Building 1 Dayton OH 45432
Toll Free Telephone Number:	1-800-699-1466, Extension 6110
Phone:	(937) 431-6110
Fax:	(937) 431-6410
E-mail:	<u>brogers@sytronics.com</u>

Alternate Point of Contact:	Barrett L. Myers
Title:	President
Toll Free Telephone Number:	1-800-644-1466, Extension 6110
Fax:	(937) 431-6410
E-mail:	<u>brogers@sytronics.com</u>

2.2 Electronic Payment Information

Bank Name:	Fifth Third Bank
Routing Number:	042202196
Account:	7700978906

3.0 LIABILITY FOR INJURY OR DAMAGE:

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

4.0 STATISTICAL DATA FOR GOVERNMENT ORDERING OFFICE--COMPLETION OF STANDARD FORM 279:

Block 9:	G:	Order/Modification Under Federal Schedule
Block 16:	DUNS Number:	122-54-3739
Block 30:	Type of Contractor:	B--Other Small Business
Block 31:	Women-Owned Small Business:	No
Block 36:	Contractor's TIN:	31-1081302
4a.	CAGE Code:	1EE69
4b.	Contractor has registered with the Central Contractor Registration Database.	

5.0 FOB DESTINATION:

All completed performance will be made FOB destination within the *Continental United States (CONUS)*. An additional charge (applicable labor and *Joint Travel Regulation (JTR)* travel and per diem) will be included in the negotiations of each order, as requested by the Government for *SYTRONICS, Inc.*, representation for on-site inspection, acceptance testing, and/or installations for CONUS and OCONUS shipments made FOB destination to U.S. Government-designated shipping points.

6.0 DELIVERY SCHEDULE:

6.1 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 NO.	DELIVERY TIME (Days ARO)
132-51	As negotiated in each order

6.2 Urgent Requirements

When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering activity, activities are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within three workdays after receipt. (**NOTE: Telephonic replies shall be confirmed by the Contractor in writing**). If the Contractor offers an accelerated delivery time acceptable to the ordering activity, any order(s) placed pursuant to the agreed upon accelerated

delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

7.0 DISCOUNTS:

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

Prompt Payment:	0.75% at 5 days from receipt of invoice OR 0.50% at 10 days from receipt of invoice (excludes credit card payments).
Quantity:	Not Applicable.
Dollar Volume:	SYTRONICS will negotiate non-standard discounts with ordering activities for orders placed over \$500,000.
Government Educational Institutions:	Same as offered to any Government activity.
Other:	Not Applicable.

8.0 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.

9.0 STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING:

Export packing is available and shall be as specified and negotiated in any order requiring export packing.

10.0 SMALL REQUIREMENTS:

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

11.0 MAXIMUM ORDER:

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

The Maximum Order value for the following *Special Item Numbers (SINs)* is \$1,000,000:

Special Item Number 132-3:	Leasing of Product
Special Item Number 132-4:	Daily/Short-Term Rental
Special Item Number 132-8:	Purchase of Equipment
Special Item Number 132-12:	Maintenance of Equipment, Repair Service, and Repair Parts/Spare Parts
Special Item Number 132-32:	Term Software Licenses

Special Item Number 132-33: Perpetual Software Licenses

Special Item Number 132-34: Maintenance of Software

Special Item Number 132-51: *Information Technology (IT) Professional Services*

Special Item Number 132-52: *Electronic Commerce (EC) Services*

Special Item Number 132-53: Wireless Services

The Maximum Order value for the following *Special Item Numbers (SINs)* is \$25,000:

Special Item Number 132-50 - Training Courses

12.0 USE OF FEDERAL SUPPLY SERVICE INFORMATION TECHNOLOGY SCHEDULE CONTRACTS IN ACCORDANCE WITH FAR 8.404:

NOTE: Special ordering procedures have been established for SINs 132-51: IT Professional Services and 132-52: EC 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 activities need not seek further competition, synopsise the requirement, make a separate determination of fair and reasonable pricing, or consider small business set-asides in accordance with Subpart 19.5. GSA has already determined the prices of items under schedule contracts to be fair and reasonable. By placing an order against a schedule using the procedures outlined below, the ordering activity has concluded that the order represents the best value and results in the lowest overall cost alternative (considering price, special features, administrative costs, etc.) to meet the ordering activity's needs.

a. **Orders placed at or below the micro-purchase threshold.** Ordering activities can place orders at or below the micro-purchase threshold with any Federal 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 activities should consider reasonably available information about the supply or service offered under MAS contracts by using the "*GSA Advantage!*" on-line shopping service, or by reviewing the catalogs/pricelists of at least three Schedule Contractors and selecting the delivery and other options available under the schedule that meets the ordering activity's needs. In selecting the supply or service representing the best value, the ordering activity may consider--

(1) Special features of the supply or service that are required in effective program performance and that are not provided by a comparable supply or service;

(2) Trade-in considerations;

item;

- (3) Probable life of the item selected as compared with that of a comparable item;
- (4) Warranty considerations;
- (5) Maintenance availability;
- (6) Past performance; and
- (7) Environmental and energy efficiency considerations.

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

(1) Review additional Schedule Contractors' catalogs/price lists or use the "*GSA Advantage!*" on-line shopping service;

(2) Based upon the initial evaluation, generally seek price reductions from the Schedule Contractor(s) appearing to provide the best value (considering price and other factors); and

(3) After price reductions have been sought, place the order with the Schedule Contractor that provides the best value and results in the lowest overall cost alternative. If further price reductions are not offered, an order may still be placed, if the ordering activity determines that it is appropriate.

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

(1) Offer a new lower price for this requirement (the Price Reductions Clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations);

(2) Offer the lowest price available under the contract; or

(3) Decline the order (orders must be returned in accordance with FAR 52.216-19).

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

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

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

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

13.0 FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS:

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

13.1 Federal Information Processing Standards Publications (FIPS PUBS)

Information Technology products under this Schedule that do not conform to FIPS should not be acquired unless a waiver has been granted in accordance with the applicable "FIPS Publication." 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:

**National Technical Information Service (NTIS)
5285 Port Royal Road
Springfield VA 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." FED-STDS are issued by the U.S. Department of Commerce, NIST, pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from:

**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:

**U.S. Department of Commerce
National Institute of Standards and Technology
Gaithersburg MD 20899
Telephone Number: (301) 975-2833**

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

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

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

c. **Certifications, Licenses, and Accreditations:** As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses, and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/

possessing such certifications, licenses, and accreditations should be factored into the price offered under the Multiple Award Schedule Program.

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

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

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

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

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

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

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

15.0 CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES:

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

16.0 GSA ADVANTAGE!:

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

- (1) Manufacturer;
- (2) Manufacturer's Part Number; and
- (3) Product categories.

Agencies can browse *GSA Advantage!* by accessing the Internet World Wide Web utilizing a browser (ex.: NetScape). The Internet address is <http://www.fss.gsa.gov/>.

17.0 PURCHASE OF OPEN MARKET ITEMS:

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. *Other Direct Costs (ODCs)* are not part of this contract and should be treated as open market purchases. Ordering Activities procuring open market items must follow FAR 8.401(d).

For administrative convenience, an ordering activity Contracting Officer may add items not on the Federal Supply *Multiple Award Schedule (MAS)*--referred to as open market items--to a Federal Supply Schedule *Blanket Purchase Agreement (BPA)* or an individual task or delivery order, **only if--**

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

18.0 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.

19.0 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 price list outside the 48 contiguous states and the District of Columbia, except as indicated below:

No Exceptions

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

20.0 BLANKET PURCHASE AGREEMENTS (BPAs):

Federal Acquisition Regulation (FAR) 13.303-1(a) defines *Blanket Purchase Agreements (BPAs)* as "...a simplified method of filling anticipated repetitive needs for supplies or services by establishing 'charge accounts' with qualified sources of supply." The use of BPAs 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 purchasing savings. This feature permits schedule users to set up "accounts" with Schedule Contractors to fill recurring requirements. These accounts establish a period for the BPA and generally address issues such as the frequency of ordering and invoicing, authorized callers, discounts, delivery locations, and times. Agencies may qualify for the best quantity/volume discounts available under the contract, based on the potential volume of business that may be generated through such an agreement, regardless of the size of the individual orders. In addition, agencies may be able to secure a discount higher than that available in the contract based on the aggregate volume of business possible under a BPA. Finally, Contractors may be open to a progressive type of discounting where the discount would

increase once the sales accumulated under the BPA reach certain prescribed levels. Use of a BPA may be particularly useful with the new Maximum Order feature. See the Suggested Format, contained in this Schedule Price List, for customers to consider when using this purchasing tool.

21.0 CONTRACTOR TEAM ARRANGEMENTS:

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

22.0 INSTALLATION, DE-INSTALLATION, RE-INSTALLATION:

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

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

23.0 SECTION 508 COMPLIANCE:

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

<http://www.sytronics.com>

The EIT standard can be found at:

<http://www.section508.gov/>

24.0 PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.

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

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

b. The following statement:

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

25.0 INSURANCE--WORK ON A GOVERNMENT INSTALLATION (JAN 1997)(FAR 52.228-5)

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

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

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

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

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

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

1.0 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 ordering activity's location, as agreed to by the Contractor and the ordering activity.

2.0 PERFORMANCE INCENTIVES:

a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements, for fixed price tasks, under this contract in accordance with this clause.

b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.

c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

3.0 ORDERING PROCEDURES FOR SERVICES (REQUIRING A STATEMENT OF WORK) (G-FCI-920) (MAR 2003):

FAR 8.402 contemplates that GSA may occasionally find it necessary to establish special ordering procedures for individual Federal Supply Schedules or for some 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).

When ordering services over \$100,000, *Department of Defense (DoD)* ordering offices and non-DoD agencies placing orders on behalf of the DoD must follow the policies and procedures in the *Defense Federal Acquisition Regulation Supplement (DFARS)* 208.404-70--

Additional ordering procedures for services. When DFARS 208.404-70 is applicable and there is a conflict between the ordering procedures contained in this clause and the additional ordering procedures for services in DFARS 208.404-70, the DFARS procedures take precedence. GSA has determined that the prices for services contained in the contractor's price list applicable to this Schedule are fair and reasonable. However, the ordering activity using this contract is responsible for considering the level of effort and mix of labor proposed to perform a specific task being ordered and for making a determination that the total firm-fixed price or ceiling price is fair and reasonable.

- a. When ordering services, ordering activities shall—
 - (1) Prepare a Request (Request for Quote or other communication tool)
 - (i) A statement of work (a performance-based statement of work is preferred) that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria, and any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared.
 - (ii) The request should include the statement of work and request the contractors to submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested, unless the ordering activity makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and-materials proposal may be requested. The firm-fixed price shall be based on the rates in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm-fixed price of the order should also include any travel costs or other incidental costs related to performance of the services ordered, unless the order provides for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations. A ceiling price must be established for labor-hour and time-and-materials orders.
 - (iii) The request may ask the contractors, if necessary or appropriate, to submit a project plan for performing the task, and information on the contractor's experience and/or past performance performing similar tasks.

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

(2) Transmit the Request to Contractors: Based upon an initial evaluation of catalogs and price lists, the ordering activity should identify the contractors that appear to offer the best value (considering the scope of services offered, pricing and other factors such as contractors' locations, as appropriate) and transmit the request as follows:

NOTE: 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.

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

(3) Evaluate Responses and Select the Contractor to Receive the Order: After responses have been evaluated against the factors identified in the request, the order should be placed with the schedule contractor that represents the best value (see FAR 8.404).

b. The establishment of Federal Supply Schedule BPAs for recurring services is permitted when the procedures outlined herein are followed. All BPAs for services must define

the services that may be ordered under the BPA, along with delivery or performance time frames, billing procedures, etc. The potential volume of orders under BPAs, regardless of the size of individual orders, may offer the ordering activity the opportunity to secure volume discounts. When establishing BPAs, ordering activities shall--

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

- (i) **SINGLE BPA:** Generally, a single BPA should be established when the ordering activity can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for service arises. The schedule contractor that represents the best value should be awarded the BPA. (See FAR 8.404)
- (ii) **MULTIPLE BPAs:** When the ordering activity determines multiple BPAs are needed to meet its requirements, the ordering activity should determine which contractors can meet any technical qualifications before establishing the BPAs. When establishing the BPAs, the procedures in a.(2) above must be followed. The procedures at a.(2) do not apply to orders issued under multiple BPAs. Authorized users must transmit the request for quote for an order to all BPA holders and then place the order with the Schedule contractor that represents the best value.

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

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

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

e. The ordering activity, at a minimum, should document orders by identifying the contractor from which the services were purchased, the services purchased, and the amount paid. If other than a firm-fixed price order is placed, such documentation should include the basis for the determination to use a labor-hour or time-and-materials order. For ordering activity requirements in excess of the micro-purchase threshold, the order file should document the

evaluation of Schedule contractors' quotes that formed the basis for the selection of the contractor that received the order and the rationale for any trade-offs made in making the selection.

4.0 ORDER:

a. Agencies may use written orders, EDI orders, BPAs, individual purchase orders, or task orders for ordering services under this contract. BPAs shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 (Deviation--May 2003), Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.

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

5.0 PERFORMANCE OF SERVICES:

a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.

b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.

c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.

d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulation, 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.

6.0 STOP-WORK ORDER (FAR 52.242-15) (AUG 1989):

a. The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either --

(1) Cancel the stop-work order; or

(2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

b. If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if --

(1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and

(2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

c. If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

d. If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

7.0 INSPECTION OF SERVICES:

The Inspection of Services--Fixed Price (AUG 1996) (Deviation--May 2003) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection-Time-and-Materials and Labor-Hour (MAY 2001) (Deviation--May 2003) Clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

8.0 RESPONSIBILITIES OF THE CONTRACTOR:

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

9.0 RESPONSIBILITIES OF THE ORDERING ACTIVITY:

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

10.0 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 ordering activity.

11.0 ORGANIZATIONAL CONFLICTS OF INTEREST:

a. Definitions

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

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

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

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

12.0 INVOICES:

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

13.0 PAYMENTS:

For firm-fixed price orders, the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service

rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), Alternate II (FEB 2002) (Deviation--May 2003) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), Alternate II (FEB 2002) (Deviation--May 2003) applies to labor-hour orders placed under this contract.

14.0 RESUMES:

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

15.0 INCIDENTAL SUPPORT COSTS:

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

16.0 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.

17.0 DESCRIPTION OF IT SERVICES AND PRICING:

SYTRONICS offers the following IT Services listed under this schedule. Ordering activities are encouraged to contact or work with a **SYTRONICS** GSA ordering representative to plan/or specify their ordering requirements. The IT Services may be ordered in whole or in part, requiring differing labor mixes and hours. IT Services can also be combined in a single order for more comprehensive or longer-term on- or off-site services. Our representatives are available to help you specify your minimum requirements necessary to ensure complete and satisfactory performance.

**SPECIAL ITEM NO. 132-51
INFORMATION TECHNOLOGY
PROFESSIONAL SERVICES**

**IT FACILITY OPERATION AND MAINTENANCE
(FPDS CLASS D301)**

- **System Configuration:** Create, edit, maintain, and/or modify system configuration files. Install, configure, and test auxiliary hardware. Optimize system performance by tuning system parameters. Test and resolve software and hardware conflicts.
- **Network Configuration:** Install and/or upgrade network support and network application software. Create, edit, maintain, and/or modify network configuration files on individual nodes. Install, upgrade, maintain, and/or modify security subsystems to prevent misuse, unauthorized use, or compromise of sensitive material.
- **Software Installation:** Install and/or upgrade operating system, support, utility, and application software on end-user computer systems.
- **Inventory Management:** Maintain inventory accounting of installed computer hardware and software products and systems. Develop hardware and software system configuration hierarchy. Conduct physical inventories and maintain auditable records.

**IT SYSTEMS DEVELOPMENT SERVICES
(FPDS CLASS D302)**

- **Information Engineering:** Determine present and future information and host computer requirements, interview users and operators, analyze existing systems, validate overt and implied requirements, prepare requirements documents, present requirements for customer review.
- **COTS Product Evaluation and Selection:** Locate and contact potential vendors, arrange demonstrations and evaluations, compare product features against requirements and vendor claims, recommend purchases, acquire, and install products.
- **Database Architecture:** Develop data/software/network architectures to support system requirements.
- **Database Population/Maintenance:** Install and/or copy data into newly-created/modified database architecture.
- **Database Modification:** Evaluate database problems, determine feasible improvements, recommend modifications, modify, and re-populate the database.

- **Query Support Software:** Determine user information requirements, and develop/configure software and hardware to support required and anticipated queries and reports.

IT SYSTEMS ANALYSIS SERVICES (FPDS CLASS D306)

- **Requirements Analysis:** Interview users and operators, analyze existing systems, determine present and future computer requirements, validate overt and implied requirements, prepare requirements documents, present requirements for customer review.
- **System/Subsystem Design:** Allocate requirements to hardware and/or software, develop software and hardware architectures, select language(s), operating system(s), and development support tools, design databases and data structures, design system, subsystem, and module interfaces, prepare design documents, and present designs for customer review.
- **Coding/Development:** Produce software to meet customer requirements using specified language(s), development procedures, coding standards, version control, and testing procedures. Prepare required documentation.
- **Custom Development:** Analyze, design, develop, code, test, deliver, install, configure, maintain, and support software to solve unique customer problems. Prepare appropriate documentation.
- **Modification of Existing Systems:** Determine required modifications. Analyze scope and impact of proposed modifications. Perform cost/benefit analyses. Recommend preferred solutions. Modify systems. Test and validate modified systems. Revise system documentation as required.
- **Testing and Validation:** Prepare test plans/procedures. Perform test procedures. Prepare test reports. Document system deficiencies. Track progress on repairs/retest.

PROGRAMMING SERVICES (FPDS CLASS D308)

- **Coding/Development:** Produce software to meet customer requirements using specified language(s), development procedures, coding standards, version control, and testing procedures. Prepare required documentation.
- **Unit Testing/Debugging:** Prepare Test Plans and Procedures, perform Test Procedures, and prepare Test Reports.

- **Re-Hosting/Porting:** Analyze system/language differences. Determine cost-effective alternatives and feasible approaches to conversion to new environment. Convert software to new environment. Test and document re-hosted system.
- **Language Conversion:** Conversion of software from obsolete languages to languages and paradigms required to port system to more modern operating systems.
- **Modification of Existing Systems:** Analyze existing system architecture. Propose modifications to enhance functionality. Perform modifications. Test and document modified system.

IT DATA CONVERSION SERVICES (FPDS CLASS D311)

- **Review of Existing Systems:** Review documentation and source code, interview users, operators, managers and maintainers, recommend modification/replacements, and prepare review reports.
- **Review of New Requirements:** Compare present and future requirements against existing system capabilities, recommend new requirements, and recommend modifications and/or replacement.
- **System Architecture:** Develop hardware and software architecture to support new/modified systems.
- **System Design:** Select existing hardware and software components to fit architecture. Determine unique requirements. Develop design incorporating non-developmental and developmental items into a complete fully-functional system.
- **Evaluation and Selection of Products:** Locate and contact potential vendors. Review product literature, study independent evaluations, and arrange for product demonstrations and/or evaluation periods. Compare product features to system requirements and vendor claims. Select products best fitting requirements and budget constraints. Recommend purchases. Acquire and install products.
- **Demolition/Construction/Installation:** Remove existing systems, wiring, piping, panels, and workstations. Refurbish facilities and re-usable equipment. Install new wiring, piping, panels, and workstations.
- **Custom Development/Modifications:** Analyze customer requirements against *commercial off-the-shelf (COTS)* solutions. Propose custom development where no COTS solution exists. Design, implement, integrate, and test software to meet requirements.

IT NETWORK MANAGEMENT SERVICES (FPDS CLASS D316)

- **Network Planning:** Determine initial network requirements. Determine future growth requirements. Prepare plans for network acquisition, installation, and upgrades to meet all requirements.
- **Network Architecture:** Develop a network architecture and growth path which addresses all initial and future requirements. Determine network loads and capacities. Determine how technological advances might affect network performance.
- **Product Evaluation/Selection:** Locate and contact potential vendors. Review product literature, study independent evaluations, arrange for product demonstrations and/or evaluation periods. Compare product features to system requirements and vendor claims. Select products best fitting requirements and budget constraints. Recommend purchases. Acquire and install products.
- **Network Installation:** Install network wiring. Install network computers and software. Test system operation.
- **System Configuration:** Configure networking software to work correctly in all network nodes, according to the network plans and architectures. Determine and correct conflicts between products and/or nodes.
- **Software Installation:** Install networking software products on network nodes. Configure each node to perform correctly on the network.

OTHER INFORMATION TECHNOLOGY SERVICES NOT ELSEWHERE CLASSIFIED (FPDS CLASS D399)

- **Turnkey Systems:** Perform all design, coding, engineering, testing, documentation, training, debugging, and integration to create, install, and turn over a production-ready real-time computer system in a customer facility.
- **Automatic Test Systems/Equipment:** Design, develop, test, integrate, calibrate, and certify a combination of hardware and software which is capable of automatically testing electronic devices.
- **Test Cells:** Design, develop, test, integrate, calibrate, and certify a combination of hardware and software which is capable of automatically testing *Auxiliary Power Units (APUs)* or Jet Engines.

- **Intelligent Data Switches:** Design, develop, test, integrate, calibrate, and certify a combination of hardware and software which is capable of automatically controlling cross-bar and three-stage data switches.

**LABOR RATES AND LABOR CATEGORIES/DESCRIPTIONS
(SPECIAL ITEM NUMBER 132-51)**

**CONTACT INFORMATION FOR
CONTRACTOR FACILITY RATES AND GOVERNMENT FACILITY RATES:**

Company Name:	<i>SYTRONICS, Incorporated</i>
ATTN:	GSA Ordering Desk
Address:	4433 Dayton-Xenia Road Building 1 Dayton OH 45432
Toll Free Telephone Number:	1-800-699-1466, Extension 6110
Phone:	(937) 431-6110
Fax:	(937) 431-6410
E-mail:	<u>brogers@sytronics.com</u>

COMMERCIAL JOB TITLE DESCRIPTIONS:

SYTRONICS offers only the personnel who meet or exceed the minimum qualification requirements stated in the Commercial Labor Category Descriptions provided herein. **SYTRONICS** does allow experience to substitute for education requirements and education to substitute for experience. **SYTRONICS'** criteria for minimum experience and educational substitution are shown in the following table:

POSITION	MINIMUM EXPERIENCE REQUIRED			MAY SUBSTITUTE		
	DEGREE	GENERAL EXPERIENCE (YEARS)	SPECIFIC EXPERIENCE (YEARS)	DEGREE	GENERAL EXPERIENCE (YEARS)	SPECIFIC EXPERIENCE (YEARS)
Accounting Manager	Bachelor's	6	4	Associate's	10	5
Administrative Assistant	H.S. Diploma	2	1	Associate's	None	None
Applications Programmer I	Bachelor's	None	None	Associate's No Degree	2 4	1 2
Applications Programmer II	Bachelor's	3	1	Associate's	4	1
Applications Programmer III	Master's	4	2	Ph.D. Bachelor's Associate's	2 6 8	1 4 6
Buyer	H.S. Diploma	5	3	Associate's	None	None
Computer Applications Engineer IV	Ph.D.	8	6	Master's Bachelor's	10 12	8 10
Contract Administrator	Bachelor's	8	6	Associate's No Degree	10 12	8 10
Draftsman IV	Associate's	6	4	Bachelor's No Degree	3 8	2 6
Hardware Technician II	H.S. Diploma	2	1	Associate's	None	None
Hardware Technician III	H.S. Diploma	4	3	Bachelor's	None	None
Hardware Technician IV	H.S. Diploma	6	5	Bachelor's Associate's	None 4	None 2
Program Manager	Bachelor's	10	8	Ph.D. Master's	6 8	4 6
Project Coordinator	H.S. Diploma	5	3	Associate's	None	None
Project Manager	Bachelor's	8	6	Ph.D. Master's Associate's	4 6 10	2 4 8
Quality Assurance Engineer III	Bachelor's	6	4	Master's Associate's	4 8	2 6
Quality Manager	Bachelor's	8	6	Master's Associate's No Degree	6 8 10	4 6 8
Specialty Engineer IV	Ph.D.	8	6	Master's Bachelor's	10 12	8 10
Sr. Administrative Specialist	H.S. Diploma	5	3	Associate's	None	None
Sr. Principal Software Engineer	Master's	8	6	Bachelor's	10	8

POSITION	MINIMUM EXPERIENCE REQUIRED			MAY SUBSTITUTE		
	DEGREE	GENERAL EXPERIENCE (YEARS)	SPECIFIC EXPERIENCE (YEARS)	DEGREE	GENERAL EXPERIENCE (YEARS)	SPECIFIC EXPERIENCE (YEARS)
Sr. Program Manager	Bachelor's	15	10	Bachelor's	15	10
Sr. Staff Program Manager	Master's	20	15	Bachelor's	30	25
Systems Architect III	Master's	4	2	Ph.D.	2	1
				Bachelor's	6	4
				Associate's	8	6
Systems Engineer I	Bachelor's	2	1	Master's	1	1
				Associate's	4	2
Systems Engineer II	Bachelor's	3	2	Master's	1	2
				Associate's	5	4
Systems Engineer III	Master's	4	2	Ph.D.	2	1
				Bachelor's	6	4
				Associate's	8	6
Technical Editor	Associate's	5	3	H.S. Diploma	10	8

NOTE: Completion of a post-high school, non-degree granting technical training and/or specialty certification program is an acceptable equivalent to an Associate's Degree.

GSA and/or the ordering activities may have access to any **SYTRONICS** employee resume (by request) before, during, or after assignment of any GSA order. If for some extenuating reason a person assigned to an order must be replaced or substituted, the ordering activity will be notified in advance, in writing, and the substituting personnel will have equal or greater qualifications than the department employee.

Commercial Job Title:

ACCOUNTING MANAGER

Minimum/General Experience: This position requires five to ten years of experience developing cost, budget, reports, and providing direction to accounting staff. Responsible for all aspects of project funds and man-hour expenditure reports, project budget cost reporting, payroll, accounts payable/receivable, and assists in preparing cost proposals. Work requires the ability to manage and allocate/prioritize resources for simultaneous projects.

Functional Responsibilities: Under general supervision, is responsible for assisting in all aspects of project performance (i.e., financial, personnel, administrative, purchasing, shipping/receiving, and contractual). Supervises personnel involved in all aspects of project activity, organizes and assigns responsibilities to subordinates, oversees the successful completion of all assigned tasks, establishes and maintains financial reports to show progress to senior management and customers, and maintains customer contacts to ensure conformity to all financial obligations.

Minimum Education: A Bachelor's Degree or equivalent in Business, Finance, Management, Office Administration, or related discipline.

Commercial Job Title:

ADMINISTRATIVE ASSISTANT

Minimum/General Experience: This position requires one to two years of experience which applies to standard typing and language skills and operating automated typing equipment. Experience with standard office clerical and administrative procedures. Working knowledge and proficiency in word processing, graphics, database, and spreadsheet software are required. Must be familiar with use of binding machines, copiers, fax, telephone system, and laser printer with minimum four years related word processing experience (Government). Familiarization with *Data Item Descriptions (DIDs)* and *Contract Data Requirements Lists (CDRLs)*. Work requires the ability to allocate/prioritize resources for simultaneous projects.

Functional Responsibilities: Under general supervision, is responsible for producing and maintaining current documents, reports, statistical summaries, and correspondence. Proofreads finished materials for conformance with established standards and corrects errors. Performs a variety of secretarial and clerical duties, such as typing correspondence, reports, and memos, maintaining computer-based and paper files, answering and screening telephone calls, and opening and distributing mail for a department or unit.

Minimum Education: A High School Diploma plus one year of related work experience in word processing, database, and general office administration (Government or industry).

Commercial Job Title:

APPLICATIONS PROGRAMMER I

Minimum/General Experience: With a Bachelor's Degree, this position requires no experience.

Functional Responsibilities: Analyzes functional business applications and design specifications for functional activities. Develops block diagrams and logic flow charts. Translates detailed design into computer software. Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time or improve efficiency.

Minimum Education: A Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

Commercial Job Title:

APPLICATIONS PROGRAMMER II

Minimum/General Experience: This position requires a minimum of three years experience, of which at least one year must be specialized. Specialized experience includes: experience as an applications programmer on large-scale data base management systems, knowledge of computer equipment, and ability to develop complex software to satisfy design objectives. Demonstrated ability to work with only general direction.

Functional Responsibilities: Analyzes functional applications and design specifications for functional activities. Develops block diagrams and logic flow charts. Translates detailed design

into computer software. Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time or improve efficiency. Assists in providing supervision and technical direction to programmers to ensure program deadlines are met.

Minimum Education: A Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

Commercial Job Title:

APPLICATIONS PROGRAMMER III

Minimum/General Experience: This position requires a minimum of four years experience, of which at least two years must be specialized. Specialized experience includes: experience as an applications programmer on large-scale data base management systems, knowledge of computer equipment, and ability to develop complex software to satisfy design objectives. Demonstrated ability to work independently or with only general direction.

Functional Responsibilities: Analyzes functional business applications and design specifications for functional activities. Develops block diagrams and logic flow charts. Translates detailed design into computer software. Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time or improve efficiency. Provides supervision and technical direction to programmers to ensure program deadlines are met.

Minimum Education: A Master's Degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

Commercial Job Title:

Buyer

Minimum/General Experience: This position requires one to five years of general experience purchasing special equipment/materials in support of multiple Government projects. Responsible for establishing and maintaining vendor database files and project files. Experience required in material management control, supply support or logistics, and inventory. Work requires the ability to allocate/prioritize resources for simultaneous projects.

Functional Responsibilities: Under general supervision, is responsible for preparing and administering purchase requisitions, purchase orders, bills of lading, and purchasing reports. Assists accounting department in obtaining credits and refunds, and assists shipping/receiving department with material discrepancy reports and general inventory project reports.

Minimum Education: A High School Diploma plus one year of general work experience in any of the following areas, supply, inventory, material management, logistics, or shipping and receiving (Government or industry).

Commercial Job Title: COMPUTER APPLICATIONS ENGINEER IV

Minimum/General Experience: This position requires a minimum of eight years experience, of which at least six years must be specialized. Specialized experience includes: analysis and design of business applications on complex systems for large-scale computers, including experience in data base management concepts, use of the programming languages such as Ada, C, C++, COBOL, FORTRAN, 4GL, and/or DBMS. Knowledge of current storage and retrieval methods, systems analysis experience designing technical applications on computer systems, and demonstrated ability to formulate specifications for computer programmers to use in coding, testing, and debugging computer programs. General experience includes increasing responsibilities in information systems design and management. Must demonstrate the ability to work independently on requirements that are complex to analyze, plan, program, and implement.

Functional Responsibilities: Analyzes and develops computer software possessing a wide range of capabilities, including numerous engineering, business, and record management functions. Develops plans for automated information systems from project inception to conclusion. Analyzes user interfaces, maintains hardware and software performance tuning, analyzes workload and computer usage, maintains interfaces with outside systems, analyzes downtime, analyzes proposed system modifications, upgrades, and new COTS. Analyzes the problem and the information to be processed. Defines the problem, and develops system requirements and program specifications, from which programmers prepare detailed flow charts, programs, and tests. Coordinates closely with programmers to ensure proper implementation of program and system specifications. Develops, in conjunction with functional users, system alternative solutions. Provides daily guidance and supervision of technical staff.

Minimum Education: A Ph.D. Degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

Commercial Job Title: CONTRACT ADMINISTRATOR

Minimum/General Experience: This position requires eight years general administrative experience, six years specialized administrative experience, including two years of contract administration experience. Must demonstrate the ability to work independently or under only general direction.

Functional Responsibilities: Directs all contract management and administrative activities. Responsible for the interaction between Program and Project Managers to administer the development of scheduled management and technical reports pertaining to all contracts, maintaining open communications with the Government CO, and ensuring that the contract is properly administered. Interacts and coordinates administrative requirements and activities directly with the Government CO and Program Manager. Maintains contract files, periodically prepares contract reports for delivery, and briefs contract status to the President and Program Manager. Assists the Program Manager in all matters involving contract administration to ensure the proper, timely,

and consistent execution of contractual requirements. Administers subcontracts and coordinates requirements with subcontractor CO.

Minimum Education: A Bachelor's Degree or equivalent in Business, Finance, Management, Office Administration, or related discipline.

Commercial Job Title:

DRAFTSMAN IV

Minimum/General Experience: This position requires a minimum of six years drafting experience. A diversified drafting background is required. A minimum of four years experience shall be in drafting of specialized interconnects, drawings, site plans, and mechanical parts typical of custom hardware installations. Must demonstrate the ability to work independently.

Functional Responsibilities: Develops engineering drawings using computer-based drawing packages such as Aptitude, AutoCAD, and VersaCAD. Develops engineering drawings for site plans, electrical interconnects, and mechanical plans for specialized hardware. Provides daily supervision and technical guidance to drafting staff.

Minimum Education: An Associate's Degree in Mechanical Drawing, Computer-Aided Design, Computer Graphics, or a related discipline.

Commercial Job Title:

HARDWARE TECHNICIAN II

Minimum/General Experience: This position requires a minimum of two years general experience, of which one year must be specialized. Specialized experience includes: analysis and installation of computer-based systems; analysis and installation of local area nets; fiber-optic cable installation; specialized interconnect cable design and fabrication; and analysis and installation of communications systems. Proven ability to work under only general direction. With an Associate's Degree or equivalent, no experience is required.

Functional Responsibilities: Conducts site surveys; assesses and documents current site network configuration and user requirements. Designs and optimizes network topologies. Analyzes existing requirements and prepares specifications for hardware acquisitions. Prepares engineering plans and site installation Technical Design Packages. Develops hardware installation schedules. Prepares drawings documenting configuration changes at each site. Prepares site installation and test reports. Configures computers, communications devices, and peripheral equipment. Installs network hardware. Trains site personnel in proper use of hardware. Builds specialized, interconnecting cables. Assists in supervising and providing technical guidance to assigned staff.

Minimum Education: A High School diploma.

Commercial Job Title:

HARDWARE TECHNICIAN III

Minimum/General Experience: This position requires a minimum of four years experience, of which at least three years must be specialized. Specialized experience includes: analysis and installation of computer-based systems; analysis and installation of local area nets; fiber-optic cable installation; specialized interconnect cable design and fabrication; and analysis and installation of communications systems. Proven ability to work independently or under only general direction. With an Associate's Degree or equivalent two years general experience, of which at least one year must be specialized experience, is required.

Functional Responsibilities: Conducts site surveys; assesses and documents current site network configuration and user requirements. Designs and optimizes network topologies. Analyzes existing requirements and prepares specifications for hardware acquisitions. Prepares engineering plans and site installation Technical Design Packages. Develops hardware installation schedules. Prepares drawings documenting configuration changes at each site. Prepares site installation and test reports. Configures computers, communications devices, and peripheral equipment. Installs network hardware. Trains site personnel in proper use of hardware. Builds specialized, interconnecting cables. Provides supervision and technical guidance to assigned staff.

Minimum Education: A High School diploma.

Commercial Job Title:

HARDWARE TECHNICIAN IV

Minimum/General Experience: This position requires a minimum of six years experience, of which at least five years must be specialized. Specialized experience includes: analysis and installation of computer-based systems; analysis and installation of local area nets; fiber-optic cable installation; specialized interconnect cable design and fabrication; and analysis and installation of communications systems. Proven ability to work independently or under only general direction. With an Associate's Degree or equivalent 4 years general experience, of which at least two years must be specialized experience, is required.

Functional Responsibilities: Conducts site surveys; assesses and documents current site network configuration and user requirements. Designs and optimizes network topologies. Analyzes existing requirements and prepares specifications for hardware acquisitions. Prepares engineering plans and site installation Technical Design Packages. Develops hardware installation schedules. Prepares drawings documenting configuration changes at each site. Prepares site installation and test reports. Configures computers, communications devices, and peripheral equipment. Installs network hardware. Trains site personnel in proper use of hardware. Builds specialized, interconnecting cables. Provides supervision and technical guidance to assigned staff.

Minimum Education: A High School diploma.

Commercial Job Title:

PROGRAM MANAGER

Minimum/General Experience: This position requires a minimum of ten years experience, of which at least eight years must be specialized. Specialized experience includes: complete technical project development from inception to deployment, demonstrated ability to provide technical staff guidance and direction, proven expertise in the management and control of funds and resources, and demonstrated capability in managing multi-task contracts of this type and complexity.

Functional Responsibilities: Serves as the Contractor's single Program Manager and shall be the Contractor's authorized interface with the contract-level *Contracting Officer's Technical Representative (COTR)*, Government management personnel, and customer agency representatives. Responsible for the overall contract performance and for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel and communicating policies, purposes, and goals of the organization to subordinates. Performs budgeting, manpower, and resource planning. Evaluates existing procedures, processes, techniques, models, and/or systems related to management and contractual requirements. Coordinates individual project requirements with Project Manager.

Minimum Education: A Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

Commercial Job Title:

PROJECT COORDINATOR

Minimum/General Experience: This position requires one to five years of specialized experience in planning, scheduling, coordinating, and setting up multiple Government projects; and providing direction to laboratory, purchasing, shipping/receiving, and technician staff. Responsible for establishing and maintaining project files. Experience required in purchasing, shipping/receiving, material management control, supply support or logistics, and inventory. Must possess communication skills/techniques to interact with personnel with high levels of responsibility/importance. Work requires the ability to allocate/prioritize resources for simultaneous projects.

Functional Responsibilities: Under general supervision, is responsible for assisting program and project managers in all aspects of project activity. Assists accounting department in obtaining credits and refunds. Assists shipping/receiving department with material discrepancy reports and general inventory project reports. Assists purchasing department in preparing and purchase orders, bills of lading, and purchasing reports. Assists program and project managers in preparing purchase requisitions and obtaining vendor quotes. Acts as a facilitator for organization and personnel to include strategic planning, reorganizing, and communicating with inter- and intra-organizational personnel.

Minimum Education: A High School Diploma plus five years of related work experience in communications, purchasing, supply, inventory, material management, logistics, and shipping and receiving (Government or industry).

Commercial Job Title:

PROJECT MANAGER

Minimum/General Experience: This position requires a minimum of eight years experience, of which at least six years must be specialized. Specialized experience includes: complete technical project development from inception to deployment, demonstrated ability to provide guidance and direction to technical staff, proven expertise in the management and control of funds and resources, and demonstrated capability in managing complex technical projects. General experience includes increasing responsibilities in information systems design, integration, and management.

Functional Responsibilities: Serves as the Project Manager for a large, complex task order (or a group of task orders affecting the same common/standard/migration system) and shall assist the Program Manager in working with the Government CO, the contract-level COR, the task order-level COR(s), Government management personnel, and customer agency representatives. Under the guidance of the Program Manager, responsible for the overall management of the specific task order(s) and ensuring that the technical solutions and schedules in the task order are implemented in a timely manner.

Minimum Education: A Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

Commercial Job Title:

QUALITY ASSURANCE ENGINEER III

Minimum/General Experience: This position requires a minimum of six years experience, of which at least four years must be specialized. Specialized experience includes: analysis and design of computer systems applications on complex systems, data base management, use of the programming languages such as Ada, C, C++, 4GL FORTRAN, and/or DBMS. Knowledge of current storage and retrieval methods and demonstrated ability to formulate specifications for computer programmers to use in coding, testing, and debugging computer programs. General experience includes increasing responsibilities in assignments of a technical nature. Proven understanding and application of Government documentation standards. Proven ability to work independently or under only general direction on complex application problems involving all phases of systems analysis is required.

Functional Responsibilities: Provides Quality Assurance guidance and support to personnel performing development and systems integration tasks, including the review of work products for correctness, adherence to the design concept and to user standards, review of program documentation to assure Government standards/requirements are adhered to, and for progress in accordance with schedules. Coordinates with the Project Manager and/or Quality Manager to ensure problem solution and user satisfaction. Makes recommendations if needed, for approval of major systems installations. Prepares milestone status reports and deliverables/ presentations on the system concept to colleagues, subordinates, and end user representatives.

Minimum Education: A Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

Commercial Job Title:

QUALITY MANAGER

Minimum/General Experience: This position requires a minimum of eight years experience, of which at least six years must be specialized. Specialized experience includes: configuration management, verification, and validation; software/hardware testing and integration; total quality management; and must have the ability to work independently or under only general direction.

Functional Responsibilities: Responsible for developing and administering the company's Quality Control Program. Ensures that the quality control procedures and policies of company are coordinated throughout the organization. Responsible for establishing testing policies and procedures for maintaining a program that will meet the quality control needs of the entire company. The Quality Manager reports directly to the President and has the responsibility to establish and maintain a Quality Management System. Establishes and maintains a process to ensure the company maintains a high level of quality including ISO-9000 requirements. Maintains configuration management of internal and deliverable documentation including forms management. Performs inspections and maintains Government-furnished equipment inventory. Determines the resources required for control quality. Maintains the level of quality throughout the corporation. Conducts formal and informal reviews/audits at pre-determined points throughout contract life cycle. Provides daily oversight and direction to QA support staff. Refers to *SYTRONICS Internal Operating Procedures (SIOPs)* for guidance.

Minimum Education: A Bachelor's Degree or equivalent in Business, Finance, Management, Office Administration, or related discipline.

Commercial Job Title:

SPECIALTY ENGINEER IV

Minimum/General Experience: This position requires a minimum of eight years experience, of which at least six years must be in the area of technical specialization. Demonstrated ability to work independently.

Functional Responsibilities: Perform technical tasks involving systems safety engineering, human factors engineering, human ergonomics, statistical analysis, operations research, civil engineering/architecture, industrial engineering (manufacturing), general engineering, aeronautical engineering, quality engineering, test and evaluation engineering, environmental engineering, *electromagnetic compatibility (EMC)* in systems, and training. Provide daily supervision and technical guidance of assigned staff.

Minimum Education: A Ph.D. Degree in Computer Science, Information Systems, Engineering, Human Factors Engineering, Physics, Math, Statistics, Education, Business, or other related scientific or technical discipline.

Commercial Job Title:

SR. ADMINISTRATIVE SPECIALIST

Minimum/General Experience: This position requires three to five years of experience and extensive working knowledge of assigned department practices and procedures. Working knowledge and proficiency in word processing, graphics, database, and spreadsheet software are required. Must be familiar with use of binding machines, copiers, fax, telephone system, and laser printer with minimum four years related word processing experience (Government). Familiarization with *Data Item Descriptions (DIDs)* and *Contract Data Requirements Lists (CDRLs)*. Work requires the ability to allocate/prioritize resources for simultaneous projects.

Functional Responsibilities: Under general supervision, is responsible for providing lead direction to others performing word processing activities and performs the more complex word processing assignments. Makes decisions that have some influence on the workflow in the word processing unit based upon well-established procedures and policies. Maintains communications with program/project managers, engineers, accounting, and contracts to ensure planning, scheduling, and coordination of word processing activities are on schedule. Develops solutions to difficult problems and provides guidance to the word processors on technical issues. Performs a variety of complex and routine administrative and secretarial duties. Directs efforts of other administrative assistants. Prepares technical reports, technical proposals, and technical documentation with minimal guidance. Assists Human Resources Manager as required.

Minimum Education: A High School Diploma plus two years of related work experience in word processing, database, and general office administration (Government or industry).

Commercial Job Title:

SR. PRINCIPAL SOFTWARE ENGINEER

Minimum/General Experience: This position requires eight to fifteen years of experience in independently assessing highly complex problems and in investigating, developing, appraising, selecting, and presenting solutions to those problems. Must have interdisciplinary knowledge of two or more of the following areas: data base design, economics, engineering, physical sciences, computer science, life-cycle analyses, and human behavior. Must be sufficiently well versed in their discipline and in the business environment as to feel comfortable working with personnel at the highest levels of an organization's management.

Functional Responsibilities: Exercises independent judgment in the performance of all duties. Provides solutions to highly unusual and extremely difficult technical, administrative, and management problems requiring a high level of analytical ability. Consults extensively with customer representatives and employees. Directs the activities of large groups of lower-level personnel.

Minimum Education: A Master's Degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

Commercial Job Title:

SR. PROGRAM MANAGER

Minimum/General Experience: This position requires 10 to 20 years of experience performing non-routine functional activities by providing management and technical direction to project personnel. Exercises independent judgment, as well as a high level of analytical skills, in solving non-routine technical, administrative, and managerial problems. Responsible for all aspects of project performance and assists in the overall direction to all project level activities and personnel.

Functional Responsibilities: Under general supervision, is responsible for assisting in all aspects of project performance (i.e., schedule, technical, contractual, personnel, administrative, financial). Supervises personnel involved in all aspects of project activity, organizes and assigns responsibilities to subordinates, oversees the successful completion of all assigned tasks, establishes and maintains technical and financial reports to show progress to senior management and customers, and maintains customer contacts to ensure conformity to all contractual obligations.

Minimum Education: Bachelor's Degree or equivalent.

Commercial Job Title:

SR. STAFF PROGRAM MANAGER

Minimum/General Experience: This position requires 20+ years of experience performing non-routine functional activities by providing management and technical direction to program/project managers. Exercises independent judgment, as well as a high level of analytical skills, in solving non-routine technical, administrative, and managerial problems. Responsible for all aspects of project performance and assists in the overall direction to all project level activities and personnel.

Functional Responsibilities: Requires no supervision. Responsible for all aspects of project performance (i.e., schedule, technical, contractual, personnel, administrative, financial). Supervises personnel involved in all aspects of project activity, organizes and assigns responsibilities to subordinates, oversees the successful completion of all assigned tasks, establishes and maintains technical and financial reports to show progress to customers, and maintains customer contacts to ensure conformity to all contractual obligations.

Minimum Education: Master's Degree or equivalent.

Commercial Job Title:

SYSTEMS ARCHITECT III

Minimum/General Experience: This position requires a minimum of four years experience, of which at least two years must be specialized. Specialized experience includes: supervision of system architects, use of structured analysis, design methodologies and design tools (i.e., IDEF1x, entity relationship diagrams), and other design techniques, object-oriented principles, and experience with the logical and physical functional, operational, and technical architecture of large and complex information systems.

Functional Responsibilities: Establishes system information requirements using analysis of the information engineer(s) in the development of enterprise-wide or large-scale information systems. Designs architecture to include the software, hardware, communications, and security issues to support the total requirements as well as provide for present and future cross-functional requirements and interfaces. Ensures these systems are compatible and in compliance with the standards for open systems architectures, the *Open Systems Interconnection (OSI)* and *International Standards Organization (ISO)* reference models, and profiles of standards--such as *Institute of Electrical and Electronic Engineers (IEEE) Open Systems Environment (OSE)* reference model--as they apply to the implementation and specification of *Information Management (IM)* solution of the application platform, across the *application program interface (API)*, and the external environment/software application. Ensures that the common operating environment is TAFIM compliant. Evaluates analytically and systematically problems of work flows, organization and planning, and develops appropriate corrective action. Provides daily supervision and direction to staff.

Minimum Education: A Master's Degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

Commercial Job Title:



SYSTEMS ENGINEER I

Minimum/General Experience: This position requires a minimum of 2 years experience, of which at least 1 years must be specialized. Working knowledge/familiarity with pertinent military standards and the DoD systems acquisition process is required. Must demonstrate the ability to work independently or under only general direction.

Functional Responsibilities: Performs duties involving software engineering, information system architecture definition, computer system architecture information, and networking/telecommunications processing. Performs systems analysis and planning. Develops requirements, leads the design, development, integration, testing, validation, installation, and operational evaluation of automated systems.

Minimum Education: A Bachelor's Degree in electrical engineering, computer science, information systems, or related technical discipline is required.

Commercial Job Title:



SYSTEMS ENGINEER II

Minimum/General Experience: This position requires a minimum of 4 years experience, of which at least 2 years must be specialized. Working knowledge/familiarity with pertinent military standards and the DoD systems acquisition process is required. Must demonstrate the ability to work independently or under only general direction.

Functional Responsibilities: Performs duties involving software engineering, information system architecture definition, computer system architecture information, and networking/telecommunications processing. Performs systems analysis and planning. Develops

requirements, leads the design, development, integration, testing, validation, installation, and operational evaluation of automated systems.

Minimum Education: A Bachelor's Degree in electrical engineering, computer science, information systems, or related technical discipline is required.

Commercial Job Title:

SYSTEMS ENGINEER III

Minimum/General Experience: This position requires a minimum of 4 years experience, of which at least 2 years must be specialized. Working knowledge/familiarity with pertinent military standards and the DoD systems acquisition process is required. Must demonstrate the ability to work independently or under only general direction.

Functional Responsibilities: Performs duties involving software engineering, information system architecture definition, computer system architecture information, and networking/telecommunications processing. Performs systems analysis and planning. Develops requirements, leads the design, development, integration, testing, validation, installation, and operational evaluation of automated systems. Provides technical guidance and supervision of technical staff.

Minimum Education: A Master's Degree in electrical engineering, computer science, information systems, or related technical discipline is required.

Commercial Job Title:

TECHNICAL EDITOR

Minimum/General Experience: This position requires three to five years of technical writing and documentation experience. Working knowledge and proficiency in word processing, graphics, database, and spreadsheet software are required. Must be familiar with Government *Federal Acquisition Regulation (FAR)* as well as *Data Item Descriptions (DIDs)* and *Contract Data Requirements Lists (CDRLs)*. Work requires the ability to allocate/prioritize resources for simultaneous projects.

Functional Responsibilities: Under general supervision, develops, writes, and edits materials for reports, manuals, briefings, proposals, instructional material, catalogs, technical publications, and software and hardware documentation. Interfaces with users, specialists, analysts, programmers, or operations personnel to obtain background information on technologies, methods, and standards. Organizes material and completes writing assignments according to set standards regarding order, clarity, conciseness, style, and terminology. Reviews technical material and recommends revisions or changes in scope, format, content, and methods of reproduction and binding. Maintains records and files of technical documents. Arranges for typing, duplication, and distribution of material. Edits, standardizes, or makes changes to material prepared by other writers.

Minimum Education: An Associate's Degree or equivalent.

USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

PREAMBLE

SYTRONICS provides commercial products and services to the ordering activity. 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 businesses to supply products and services to our company.

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

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

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

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

Ms. Rebecca A. (Becky) Rogers
Contracts Manager
Phone: **1-800-699-1466, Extension 6110**
Fax: **(937) 431-6410**
E-mail: **brogers@sytronics.com**

**BEST VALUE
BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE**

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act, (ordering activity) and **SYTRONICS, Inc.**, enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the **General Services Administration (GSA)** Federal Supply Schedule Contract(s) _____.

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

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

Signatures:

Ordering Activity

DATE

SYTRONICS, Inc.

DATE

BPA NUMBER: _____

(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT

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

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

MODEL NUMBER/PART NUMBER	*SPECIAL BPA DISCOUNT/PRICE

(2) Delivery:

DESTINATION	DELIVERY SCHEDULES/DATES

(3) The ordering activity estimates, but does not guarantee, that the volume of purchases through this agreement will be _____.

(4) This BPA does not obligate any funds.

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

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

OFFICE	POINT OF CONTACT

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

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

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

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

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

BASIC GUIDELINES FOR USING "CONTRACTOR TEAM ARRANGEMENTS"

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

These Team Arrangements can be included under a BPA. BPAs are permitted under all Federal Supply Schedule contracts.

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

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

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

Here is a general outline on how it works:

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