



AMERICAN INSTITUTES FOR RESEARCH®

**GENERAL SERVICES ADMINISTRATION  
FEDERAL ACQUISITION SERVICE**

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

**American Institutes for Research in The Behavioral Sciences**

1000 Thomas Jefferson Street, NW  
Washington, DC 20007-3835  
Telephone: (202) 403-6042  
Fax: (855) 459-6213  
<http://www.air.org/>

Contract Number: 47QTCA18D0045  
Period Covered by Contract: 12/18/2017 to 12/17/2022

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

FSC/PSC Class D302 IT AND TELECOM- SYSTEMS DEVELOPMENT

- Systems Development Services

FSC/PSC Class D306 IT AND TELECOM- SYSTEMS ANALYSIS

- Systems Analysis Services

FSC/PSC Class D307 IT AND TELECOM- IT STRATEGY AND ARCHITECTURE

- Automated Information Systems Services

FSC/PSC Class D308 IT AND TELECOM- PROGRAMMING

- Programming Services

FSC/PSC Class D310 IT AND TELECOM- CYBER SECURITY AND DATA BACKUP

- Backup and Security Services

FSC/PSC Class D311 IT AND TELECOM- DATA CONVERSION

- Data Conversion Services

FSC/PSC Class D316 IT AND TELECOM- TELECOMMUNICATIONS NETWORK MANAGEMENT

- IT Network Management Services

FSC/PSC Class D317 IT AND TELECOM- WEB-BASED SUBSCRIPTION

- Creation/Retrieval of IT Related Data Services
- Creation/Retrieval of Other Information Services
- Creation/Retrieval of IT Related Automated News Services

FSC/PSC Class D399 IT AND TELECOM- OTHER IT AND TELECOMMUNICATIONS

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.

*Products and ordering information in this Authorized Information Technology Schedule Pricelist are also available on the GSA Advantage! System (<http://www.gsaadvantage.gov>).*

**BUSINESS SIZE: LARGE**

## INFORMATION FOR ORDERING ACTIVITIES

1a. Table of Awarded Special Item Numbers (SINs):

132-51/132-51RC: IT Professional Services

1b. Lowest Priced per SIN:

SIN 132-51: Help Desk I \$49.85

1c. Hourly Rates: Government Net Prices

2. Maximum Order for the following Special Item Numbers (SINs) 138-51 \$500,000

3. Minimum Order: \$100

4. Geographic Coverage (Delivery Area): Worldwide

5. Points of Production: Not Applicable

6. Discount from List Prices or Statement of Net Price: Prices shown are Net Prices

7. Volume Purchase: \$1,000,000+ an additional 1%

8. Prompt Payment Terms: Net 30 days

9a. Government purchase cards are accepted up to the micro-purchase threshold

9b. Government purchase cards are not accepted above the micro-purchase threshold

10. Foreign Items: Not Applicable

11a. Time of Delivery: Specified on the Task Order

11b. Expedited Delivery: Contact AIR

11c. Overnight and 2-day Delivery: Contact AIR

## INFORMATION FOR ORDERING ACTIVITIES

- 11d. Urgent Requirements: Under the provisions of the Urgent Requirements clause of this contract, agencies may contact AIR regarding an expedited delivery.
12. FOB Point: Destination
- 13a. Ordering Address:  
American Institutes for Research in The Behavioral Sciences  
1000 Thomas Jefferson Street, NW  
Washington, DC 20007-3835  
Telephone: (202) 403-6042  
Fax: (855) 459-6213  
  
EDI: Sean Hartwell  
Telephone: (202) 403-5115  
[Shartwell@air.org](mailto:Shartwell@air.org)
- 13b. Ordering Procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs) are found in Federal Acquisition Regulation (FAR) 8.405-3.
14. Payment Address:  
American Institutes for Research in The Behavioral Sciences  
P.O. Box 28126  
New York, NY 10087-8126  
Telephone: (202) 403-5086  
[GeneralAccountingTeam@air.com](mailto:GeneralAccountingTeam@air.com)
15. Warranty Provision: Standard Commercial
16. Export Packing Charges: Not applicable
17. Terms and Conditions of Government Credit Card Acceptance: Contact AIR
18. Terms and Conditions of Rental, Maintenance, and Repair: Not applicable
19. Terms and Conditions of installation: Not applicable
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices:  
Not applicable
- 20a. Terms and conditions for any other services: Not applicable
21. List of service and distribution points: Not applicable
22. List of participating dealers: Not applicable

23. Preventive maintenance: Not applicable

24a. Special attributes such as environmental attributes (e.g. recycled content, energy efficiency, and/or reduced pollutants): Not applicable

24b. if applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location). The EIT standards can be found at [www.Section508.gov](http://www.Section508.gov): Not applicable

25. Data Universal Number System (DUNs) number: 041733197; TIN 25-0965219

26. Notification regarding registration in System for Award Management (SAM) Database: Currently registered in SAM.

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

**1. SCOPE**

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

**2. PERFORMANCE INCENTIVES I-FAS-60 Performance Incentives (April 2000)**

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

**3. ORDER**

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

**4. PERFORMANCE OF SERVICES**

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

**5. STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)**

- (a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the

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

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

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

- (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
- (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

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

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

## **6. INSPECTION OF SERVICES**

In accordance with FAR 52.212-4 CONTRACT TERMS AND CONDITIONS--COMMERCIAL ITEMS (MAR 2009) (DEVIATION I - FEB 2007) for Firm-Fixed Price orders and FAR 52.212-4 CONTRACT TERMS AND CONDITIONS - COMMERCIAL ITEMS (MAR 2009) (ALTERNATE I - OCT 2008) (DEVIATION I – FEB 2007) applies to Time-and-Materials and Labor-Hour Contracts orders placed under this contract.

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

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

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

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

## **9. INDEPENDENT CONTRACTOR**

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

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

### **a. Definitions.**

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

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

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

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

## **11. INVOICES**

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

## **12. PAYMENTS**

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time and materials orders, the Payments under Time and Materials and Labor Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time and materials orders placed under this contract. For labor hour orders, the Payment under Time and Materials and Labor Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition. As prescribed in 16.601(e)(3), insert the following provision:

(a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.

(b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—

- (1) The offeror;
- (2) Subcontractors; and/or
- (3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

## **13. RESUMES**

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

**14. INCIDENTAL SUPPORT COSTS**

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

**15. APPROVAL OF SUBCONTRACTS**

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

**16. DESCRIPTION OF IT SERVICES AND PRICING**

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



## LABOR CATEGORIES AND DESCRIPTIONS

### SIN 132-51

***Substitution Methodology:***

Due to the availability or limitation of education, occasionally substitution of experience as referenced below for a professional labor type with additional years of experience will be provided to the Federal Agency when responding to their IT requirements and it is solely the acquiring agency's determination, if the substitution is considered acceptable prior to an award.

Labor Category	Description	Minimum Experience	Minimum Education
Help Desk I	Assists end users in resolving hardware and software issues by fielding telephone calls and email communication, diagnosing problems and performing troubleshooting activities. Documents, tracks and monitors the problem to facilitate a timely resolution. Responsible for evaluating operational efficiency of different IT systems.	0 – 2 Years	BACHELOR'S DEGREE
Help Desk II	Assists end users in resolving hardware and software issues by fielding telephone calls and email communication, diagnosing problems and performing troubleshooting activities. Documents interactions with end users and recommends improvements. Responsible for evaluating operational efficiency of different IT systems. Relies on knowledge and professional discretion to achieve goals.	2 – 5 Years	BACHELOR'S DEGREE
Help Desk Manager	Supervises and coordinates activities of help desk personnel. Assists end users in resolving hardware and software issues by fielding telephone calls and email communication, diagnosing problems and performing troubleshooting activities. Develops escalation and resolution procedures and ensures help desk personnel adhere to these procedures. Trains, coaches and mentors help desk personnel. Relies on extensive knowledge and professional discretion to achieve goals.	5 – 8 Years	BACHELOR'S DEGREE
Data Analyst I	Interprets data, analyzes results using a variety of techniques including statistical techniques. Tasks could include importing, cleaning, transforming, validating or modeling data so as to understand and make conclusions from the data for decision making purposes. May also include presenting data in charts, graphs, tables, designing and developing	0 – 2 Years	BACHELOR'S DEGREE

Labor Category	Description	Minimum Experience	Minimum Education
	<p>relational databases for collecting data. Works, under supervision, to identify analytical requirements and to design and develop programs for data analysis. Support information gathering, developing reports, or documenting analytical studies. Research, analyze, write, manage, or edit content for communications channels and products. Review work products for quality and completeness. Support research, analysis, business process design, requirements gathering, or testing. Support training or change management efforts. Prepare draft sections of deliverables and work products and incorporates review comments into final deliverables. Relies on established guidelines and instructions to perform daily job functions.</p>		
Data Analyst II	<p>Interprets data, analyzes results using a variety of techniques including statistical techniques. Tasks could include importing, cleaning, transforming, validating or modeling data so as to understand and make conclusions from the data for decision making purposes. May also include presenting data in charts, graphs, tables, designing and developing relational databases for collecting data. Works directly with clients and project and business leaders to identify analytical requirements and to design and develop programs to conduct data analysis. Support information gathering, developing reports, or documenting analytical studies. Research, analyze, write, manage, or edit content for communications channels and products. Review work products for quality and completeness. Support research, analysis, business process design, requirements gathering, or testing. Support training or change management efforts. Prepare draft sections of deliverables and work products and incorporates review comments into final deliverables. Relies on limited knowledge and professional discretion to achieve goals.</p>	2 – 4 Years	BACHELOR'S DEGREE

Labor Category	Description	Minimum Experience	Minimum Education
Data Analyst III	<p>Analyzes data using a variety of techniques. Plans, executes and monitors business solutions. Works directly with clients and project and business leaders to identify analytical requirements. Provides advice and guidance to junior analysts. Relies on knowledge and professional discretion to achieve goals. Provides expertise in developing systems involving new technologies, methods, concepts or approaches. May provide supervisory, technical, and administrative direction for personnel performing system development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, and for progress in accordance with schedules. Formulates statements of management, scientific and business problems, and devises procedures for solutions of problems. Performs required analysis of information management and data requirements, develops test plans, procedures and data, and evaluate system, effectiveness and efficiency. Performs system development activities, design configuration management as needed.</p>	4 – 6 Years	BACHELOR'S DEGREE
Database Engineer	<p>Design, develop, test and maintain architectures such as databases and large-scale data processing systems for storage, management and analysis of data. Develops approaches for data acquisition, storage, and governance. May evaluate new data sources for adherence to quality standards and ease of integration. Maintains data storage and access by evaluating, designing and implementing database[s]. Identifies data sources, constructs data decomposition diagrams, provides data flow diagrams and documents the process. Writes codes for database access, modifications and constructions. Relies on extensive knowledge and professional discretion to achieve goals. May offer consultation to senior management and often serves as the top-level expert in the field. May manage others. Exercises significant ingenuity and flexibility.</p>	8 – 10 Years	MASTER'S DEGREE

Labor Category	Description	Minimum Experience	Minimum Education
Software Assistant	Creates and designs new software by analyzing, testing, assessing and implementing programming applications. Supports and installs applications and operating system. Assists in the testing process by conducting reviews and analyses, witnessing tests and participating in software certification. Relies on established guidelines and instructions to perform daily job functions. Works under immediate supervision.	0 – 2 Years	BACHELOR'S DEGREE
Software Engineer I	Develops information systems by designing, developing, and installing software solutions. Analyzes requirements, designs, creates, tests, deploys and maintains software for business applications. Supports and installs applications and operating system. Assists in the testing process by conducting reviews and analyses, witnessing tests and participating in software certification. Relies on limited knowledge and professional discretion to achieve goals. Works under general supervision and usually reports to a supervisor, though some ingenuity and flexibility is required.	2 – 4 Years	BACHELOR'S DEGREE
Software Engineer II	Develops information systems by designing, developing, and installing software solutions. Analyzes requirements, designs, creates, tests, deploys and maintains software for business applications. Supports and installs applications and operating system. Assists in the testing process by conducting reviews and analyses, witnessing tests and participating in software certification. Relies on knowledge and professional discretion to achieve goals. Significant ingenuity and flexibility is expected.	4 – 6 Years	BACHELOR'S DEGREE
Software Engineer III	Develops information systems by designing, developing, and installing software solutions. Analyzes requirements, designs, creates, tests, deploys and maintains software for business applications. Supports and installs applications and operating system. Assists in the testing process by conducting reviews and analyses, witnessing tests and participating in software certification. Relies on knowledge and professional discretion to achieve goals. Manages others. Significant ingenuity and flexibility is expected.	6 – 8 Years	BACHELOR'S DEGREE

Labor Category	Description	Minimum Experience	Minimum Education
Software Engineer IV	Provides technical and management leadership on major tasks or consulting assignments. Establishes practice goals, plans, methods, techniques, and policies for obtaining results and meeting project objectives. May have domain knowledge. Ensures budgets, schedules, and performance requirements meet technical requirements. Directs and controls the activities of broad functional areas for a client, having overall responsibilities for financial management, methods, and staffing. Interactions involve client negotiations and interfacing with senior management. Decision making and domain knowledge may have a critical impact on the overall project implementation.	10 + Years	MASTER'S DEGREE/PhD
Software QA Analyst I	Performs quality control evaluations, writes and establishes specifications, assists in the validation of quality control tests and writes Standard Operating Procedures. Relies on instructions, guidelines and familiarity with common practices and procedures to achieve goals.	0 – 2 Years	BACHELOR'S DEGREE
Software QA Analyst II	Performs quality control evaluations, writes and establishes specifications, assists in the validation of quality control tests and writes Standard Operating Procedures. Relies on experience, judgment and familiarity with common practices and procedures to achieve goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required.	2 – 5 Years	BACHELOR'S DEGREE
Software QA Analyst III	Develops and establishes quality assurance plans and processes for information systems. Directs quality assurance and quality control activities. Relies on extensive experience, judgment and familiarity with a variety of practices and procedures to achieve goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected.	5 – 8 Years	MASTER'S DEGREE
Systems Engineer I	Evaluates business systems and how they align with user needs. Documents requirements, establishes scope and objectives and determines strategy for implementing systems that achieve business goals. Responsible for planning, designing and implementing information systems. Performs encoding, testing, debugging and installation activities as necessary. Works with organizational end users to clarify current operating procedures and communicate program objectives.	0 – 3 Years	BACHELOR'S DEGREE

Labor Category	Description	Minimum Experience	Minimum Education
Systems Engineer II	Evaluates business systems and how they align with user needs. Documents requirements, establishes scope and objectives and determines strategy for implementing systems that achieve business goals. Responsible for planning, designing and implementing information systems. Performs encoding, testing, debugging and installation activities as necessary. Works with organizational end users to clarify current operating procedures and communicate program objectives. Relies on limited knowledge and professional discretion to achieve goals. Works under general supervision and usually reports to a supervisor, though some ingenuity and flexibility is required.	2 – 5 Years	BACHELOR'S DEGREE
Systems Engineer III	Responsible for planning, designing and implementing information systems. Performs encoding, testing, debugging and installation activities as necessary. Works with organizational end users to clarify current operating procedures and communicate program objectives. Relies on extensive knowledge and professional discretion to achieve goals. Significant ingenuity and flexibility is expected.	6 – 8 Years	BACHELOR'S DEGREE
Project Director	Manages multiple teams on a project and is responsible for delivering high quality systems on time and on budget. Manages client expectations, scope, budget and schedule. Directs product construction and testing to ensure completion of projects as efficiently and effectively as possible. Plans and implements additions, deletions and major modifications in pursuit of project and business goals. Assesses needs across opportunities and within individual business units to determine strategies for meeting business objectives. Modifies existing systems or develops new approaches. Relies on extensive knowledge and professional discretion to achieve goals. Manages others. Significant ingenuity and flexibility is expected.	10+ Years	MASTER'S DEGREE

Labor Category	Description	Minimum Experience	Minimum Education
Project Manager I	Creates, manages and executes project plans to support a wide variety of business and technology. Coordinates resources, establishes deadlines and assigns responsibilities. Tracks the progress of projects and compiles status reports for senior management. Builds working relationships with team members, vendors and other departments involved in the projects. Relies on extensive knowledge and professional discretion to achieve goals. Manages others. Significant ingenuity and flexibility is expected.	4 - 9 Years	BACHELOR'S DEGREE
Project Manager II	Creates, manages and executes project plans to support a wide variety of business and technology. Coordinates resources, establishes deadlines and assigns responsibilities. Tracks the progress of projects and compiles status reports for senior management. Builds working relationships with team members, vendors and other departments involved in the projects. Relies on extensive knowledge and professional discretion to achieve goals. Manages others. Significant ingenuity and flexibility is expected.	7 - 10 years	BACHELOR'S DEGREE
Project Manager III	Creates, manages and executes project plans to support a wide variety of business and technology. Coordinates resources, establishes deadlines and assigns responsibilities. Tracks the progress of projects and compiles status reports for senior management. Builds working relationships with team members, vendors and other departments involved in the projects. Relies on extensive knowledge and professional discretion to achieve goals. Manages others. Significant ingenuity and flexibility is expected.	9 + Years	BACHELOR'S DEGREE
Web Designer I	Creates, manages and executes project plans to support a wide variety of business and technology. Coordinates resources, establishes deadlines and assigns responsibilities. Tracks the progress of projects and compiles status reports for senior management. Builds working relationships with team members, vendors and other departments involved in the projects. Relies on extensive knowledge and professional discretion to achieve goals. Manages others. Significant ingenuity and flexibility is expected.	1-2 Years	BACHELOR'S DEGREE

<b>Labor Category</b>	<b>Description</b>	<b>Minimum Experience</b>	<b>Minimum Education</b>
Web Designer II	Creates, maintains and implements web-based application systems. Resolves issues and recommends enhancements, when necessary. Encodes, tests, debugs and supports new and existing programs. Has knowledge of HTML, Java and related concepts. Develops graphics and designs and organizes copy for online publication. Relies on knowledge and professional discretion to plan and accomplish goals.	2 – 4 Years	BACHELOR'S DEGREE
Web Designer III	Counsels internal team members and external customers on the design, development and management of websites. May negotiate with software vendors and other companies. Creates installation programs for websites. Has knowledge of SQL, C++, HTML, CGI, JavaScript and related concepts. Relies on knowledge and professional discretion to plan and accomplish goals.	4 – 6 Years	BACHELOR'S DEGREE



## PRICING

### SIN 132-51

Labor Category	Year 1	Year 2	Year 3	Year 4	Year 5
Data Analyst I	\$93.66	\$95.72	\$97.83	\$99.98	\$102.18
Data Analyst II	\$109.10	\$111.50	\$113.95	\$116.46	\$119.02
Data Analyst III	\$143.27	\$146.43	\$149.65	\$152.94	\$156.30
Software Assistant	\$100.87	\$103.09	\$105.35	\$107.67	\$110.04
Database Engineer	\$195.47	\$199.77	\$204.16	\$208.65	\$213.24
Software Engineer I	\$127.26	\$130.06	\$132.93	\$135.85	\$138.84
Software Engineer II	\$160.96	\$164.50	\$168.12	\$171.82	\$175.60
Software Engineer III	\$205.92	\$210.45	\$215.08	\$219.82	\$224.65
Software Engineer IV	\$275.19	\$281.25	\$287.44	\$293.76	\$300.22
Systems Engineer I	\$98.94	\$101.12	\$103.34	\$105.62	\$107.94
Systems Engineer II	\$149.42	\$152.71	\$156.07	\$159.50	\$163.01
Systems Engineer III	\$199.56	\$203.95	\$208.43	\$213.02	\$217.71
Project Director	\$228.79	\$233.82	\$238.96	\$244.22	\$249.59
Project Manager I	\$106.87	\$109.22	\$111.63	\$114.08	\$116.59
Project Manager II	\$147.42	\$150.66	\$153.97	\$157.36	\$160.82
Project Manager III	\$188.81	\$192.96	\$197.20	\$201.54	\$205.98
Web Designer I	\$78.84	\$80.58	\$82.35	\$84.16	\$86.01
Web Designer II	\$135.93	\$138.92	\$141.98	\$145.10	\$148.29
Web Designer III	\$167.87	\$171.56	\$175.34	\$179.19	\$183.14
Software QA Analyst I	\$111.46	\$113.91	\$116.41	\$118.98	\$121.59
Software QA Analyst II	\$145.74	\$148.95	\$152.23	\$155.58	\$159.00
Software QA Analyst III	\$225.63	\$230.60	\$235.67	\$240.85	\$246.15
Help Desk I	\$49.85	\$50.95	\$52.07	\$53.22	\$54.39
Help Desk II	\$59.06	\$60.36	\$61.69	\$63.05	\$64.43
Help Desk Manager	\$106.73	\$109.08	\$111.48	\$113.93	\$116.44

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

**PREAMBLE**

(Name of Company) provides commercial products and services to ordering activities. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

**COMMITMENT**

To actively seek and partner with small businesses.

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

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

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

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

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

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

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact: Nilva da Silva at [ndasilva@air.org](mailto:ndasilva@air.org).

BEST VALUE  
BLANKET PURCHASE AGREEMENT  
FEDERAL SUPPLY SCHEDULE

(Insert Customer Name)

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

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

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

Signatures

\_\_\_\_\_  
Ordering Activity

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Date

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

**(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 Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (ordering activity):

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

MODEL NUMBER/PART NUMBER	*SPECIAL BPA DISCOUNT/PRICE
_____	_____
_____	_____
_____	_____

(2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

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

(4) This BPA does not obligate any funds.

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

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

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

- (7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.
- (8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:
- (a) Name of Contractor;
  - (b) Contract Number;
  - (c) BPA Number;
  - (d) Model Number or National Stock Number (NSN);
  - (e) Purchase Order Number;
  - (f) Date of Purchase;
  - (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
  - (h) Date of Shipment.
- (9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.
- (10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

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## **BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”**

Federal Supply Schedule Contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to a ordering activity requirements.

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

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

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

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

Here is a general outline on how it works:

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