
Authorized Federal Acquisition Service
Information Technology Schedule Pricelist
General Purpose Commercial Information Technology
Equipment, Software and Services

FSC Group 70, SIN 132-50
TRAINING COURSES FOR INFORMATION
TECHNOLOGY EQUIPMENT AND SOFTWARE (FPDS Code U012)
and
FSC Group 70, SIN 132-51
INFORMATION TECHNOLOGY PROFESSIONAL SERVICES

FPDS Code D302 - IT System Development Services FPDS Code D306 - IT Systems Analysis Services
FPDS Code D307 - Automated Information Systems Design & Integration Services FPDS Code D308 - Programming Services

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.



INFORMATION ANALYSIS INCORPORATED

11240 WAPLES MILL ROAD, SUITE 201 • FAIRFAX, VIRGINIA 22030

Telephone: (703) 383-3000 • Fax: (703) 293-7979 • Internet: www.infoa.com

DUNS Number: 016700718

Contract Number: **GS-35F-0062J**

Period Covered by Contract: 11/04/2003 to 11/03/2013

General Services Administration
Federal Acquisition Service

Pricelist Current through Modification #PO-0027, dated 10/06/2009

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

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Information for Ordering Activities Applicable to All Special Item Numbers

SPECIAL NOTICE TO AGENCIES: Small Business Participation

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

For orders exceeding the micropurchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!™ on-line shopping service (www.fss.gsa.gov). The catalogs/pricelists, GSA Advantage!™ and the Federal Acquisition 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 pricelists for a best value determination.

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

1. GEOGRAPHIC SCOPE OF CONTRACT

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

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

Offerors are requested to check one of the following boxes:

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

2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION

Ordering Information:

- a. The following representative should be contacted for ordering information:

Telephone: (703) 383-3000 • FAX: (703) 293-7979 • www.infoa.com

GSA Schedule Program Manager
Information Analysis Incorporated.
11240 Waples Mill Road, Suite 201
Fairfax, Virginia 22030
(703) 383-3000, x7901

b. Address mailed orders as follows:

Information Analysis Incorporated.
Attn: GSA Schedule Program Manager
11240 Waples Mill Road, Suite 201
Fairfax, Virginia 22030

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.

Payment Via Check/U.S. Mail:
Information Analysis Incorporated.
11240 Waples Mill Road, Suite 201
Fairfax, Virginia 22030

The following telephone numbers can be used by ordering activities to obtain technical and/or ordering assistance.

Technical: (703) 383-3000, x7935
Ordering: (703) 383-3000,x-7901
Payment: (703) 383-3000, x7909

3. LIABILITY FOR INJURY OR DAMAGE

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

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

Block 9: G. Order/Modification Under Federal Schedule
Block 16: Data Universal Numbering System (DUNS) Number: 016700718

Block 30: Type of Contractor – B. Other Small Business
Block 31: Woman-Owned Small Business - No
Block 36: Contractor's Taxpayer Identification Number (TIN) – 54-1167364

- 4a. CAGE Code: 1DVC4
4b. Contractor has registered with the Central Contractor Registration Database.

5. FOB Destination

6. DELIVERY SCHEDULE

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

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
SIN 132-50	Normally 90 days or as negotiated between IAI and the Ordering Activity
SIN 132-51	Normally 90 days or as negotiated between IAI and the Ordering Activity

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

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

- | | |
|--|------|
| a. Prompt Payment: 0% - Net 30 days from receipt of invoice or date of acceptance, whichever is later. | |
| b. Quantity | None |
| c. Dollar Volume | None |
| d. Government Educational Institutions | None |
| e. Other | None |

8. TRADE AGREEMENTS ACT OF 1979, AS AMENDED:

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

9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING

Not Applicable.

10. SMALL REQUIREMENTS

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

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

SIN 132-50 - Training Courses for IT Equipment & Software	\$25,000 per order
SIN 132-51 - Information Technology (IT) Professional Services	\$500,000 per order

12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS.

Ordering activities shall use the ordering procedures of Federal Acquisition Regulation (FAR) 8.405 when placing an order or establishing a BPA for supplies and services. These procedures apply to all schedules.

- a. FAR 8.405-1 Ordering procedures for supplies, and services not requiring a statement of work.
- b. FAR 8.405-2 Ordering procedures for services requiring a statement of work.

13. FEDERAL INFORMATION TECHNOLOGY / TELECOMMUNICATION STANDARDS REQUIREMENTS

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

13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS)

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

13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS)

Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Acquisition Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, D.C. 20407, telephone number (202) 619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301) 975-2833.

14. CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 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.
- (k) Overtime: For professional services, the labor rates in the Schedule should not vary by virtue of the Contractor having worked overtime. For services applicable to the Service Contract Act (as identified in the Schedule), the labor rates in the Schedule will vary as governed by labor laws (usually assessed a time and a half of the labor rate).

15. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES

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

16. GSA ADVANTAGE!

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

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

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

17. PURCHASE OF OPEN MARKET ITEMS

NOTE: Open Market Items are also known as incidental items, non-contract items, non-Schedule items, and items not on a Federal Supply Schedule contract. ODCs(Other Direct Costs) are not part of this contract and should be treated as open market purchases. Ordering Activities procuring open market items must follow FAR 8.402(f).

For administrative convenience, an ordering activity contracting officer may add items not on the Federal Supply Multiple Award Schedule (MAS) -- referred to as open market items -- to a Federal Supply Schedule blanket purchase agreement (BPA) or an individual task or delivery order, **only if**

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

18. CONTRACTOR COMMITMENTS, WARRANTIES, AND REPRESENTATIONS

- a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:
 - (1) Time of delivery/installation quotations for individual orders;
 - (2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/ equipment/ service/software package submitted in response to requirements which result in orders under this schedule contract.
 - (3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the contractor.
- b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.

19. OVERSEAS ACTIVITIES

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

None.

Upon request of the Contractor, the ordering activity may provide the Contractor with logistics support, as available, in accordance with all applicable ordering activity regulations. Such ordering activity support will be provided on a reimbursable basis, and will only be provided to the

Contractor's technical personnel whose services are exclusively required for the fulfillment of the terms and conditions of this contract.

20. BLANKET PURCHASE AGREEMENTS (BPAs)

The use of BPAs under any schedule contract to fill repetitive needs for supplies or services is allowable. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPA and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). Ordering activities shall follow FAR 8.405-3 when creating and implementing BPA(s).

21. CONTRACTOR TEAM ARRANGEMENTS

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

22. INSTALLATION, DEINSTALLATION, REINSTALLATION

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

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

23. SECTION 508 COMPLIANCE.

If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following: www.infoa.com. The EIT standard can be found at: www.Section508.gov/.

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.

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

- (a) A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and
- (b) The following statement:
This order is placed under written authorization from _____ dated _____. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

25. INSURANCE—WORK ON A GOVERNMENT INSTALLATION (JAN 1997) (FAR 52.228-5)

- (a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.
- (b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—
 - (1) For such period as the laws of the State in which this contract is to be performed prescribe; or
 - (2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.
- (c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

26. SOFTWARE INTEROPERABILITY.

Offerors are encouraged to identify within their software items any component interfaces that support open standard interoperability. An item's interface may be identified as interoperable on the basis of participation in a Government agency-sponsored program or in an independent organization program. Interfaces may be identified by reference to an interface registered in the component registry located at <http://www.core.gov>.

27. ADVANCE PAYMENTS

A payment under this contract to provide a service or deliver an article for the United States Government may not be more than the value of the service already provided or the article already delivered. Advance or pre-payment is not authorized or allowed under this contract. (31 U.S.C. 3324)

TERMS AND CONDITIONS

APPLICABLE TO PURCHASE OF TRAINING COURSES FOR GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY EQUIPMENT AND SOFTWARE (SPECIAL ITEM NUMBER 132-50)

1. SCOPE

a. The Contractor shall provide training courses normally available to commercial customers, which will permit ordering activities users to make full, efficient use of general purpose commercial IT products. Training is restricted to training courses for those products within the scope of this solicitation.

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

2. ORDER

Written orders, EDI orders (GSA Advantage! and FACNET), credit card orders, and orders placed under blanket purchase agreements (BPAs) shall be the basis for the purchase of training courses in accordance with the terms of this contract. Orders shall include the student's name, course title, course date and time, and contracted dollar amount of the course.

3. TIME OF DELIVERY

The Contractor shall conduct training on the date (time, day, month, and year) agreed to by the Contractor and the ordering activity.

4. CANCELLATION AND RESCHEDULING

a. The ordering activity will notify the Contractor at least seventy-two (72) hours before the scheduled training date, if a student will be unable to attend. The Contractor will then permit the ordering activity to either cancel the order or reschedule the training at no additional charge. In the event the training class is rescheduled, the ordering activity will modify its original training order to specify the time and date of the rescheduled training class.

b. In the event the ordering activity fails to cancel or reschedule a training course within the time frame specified in paragraph a, above, the ordering activity will be liable for the contracted dollar amount of the training course. The Contractor agrees to permit the ordering activity to reschedule a student who fails to attend a training class within ninety (90) days from the original course date, at no additional charge.

c. The ordering activity reserves the right to substitute one student for another up to the first day of class.

d. In the event the Contractor is unable to conduct training on the date agreed to by the Contractor and the ordering activity, the Contractor must notify the ordering activity at least seventy-two (72) hours before the scheduled training date.

5. FOLLOW-UP SUPPORT

The Contractor agrees to provide each student with unlimited telephone support for a period of one (1) year from the completion of the training course. During this period, the student may contact the Contractor's instructors for refresher assistance and answers to related course curriculum questions.

6. PRICE FOR TRAINING

The price that the ordering activity will be charged will be the ordering activity training price in effect at the time of order placement, or the ordering activity price in effect at the time the training course is conducted, whichever is less.

7. INVOICES AND PAYMENT

Invoices for training shall be submitted by the Contractor after ordering activity completion of the training course. Charges for training must be paid in arrears (31 U.S.C. 3324). **PROMPT PAYMENT DISCOUNT, IF APPLICABLE, SHALL BE SHOWN ON THE INVOICE.**

8. FORMAT AND CONTENT OF TRAINING

- a. The Contractor shall provide written materials (i.e., manuals, handbooks, texts, etc.) normally provided with course offerings. Such documentation will become the property of the student upon completion of the training class.
- b. For hands-on training courses, there must be a one-to-one assignment of IT equipment to students.
- c. The Contractor shall provide each student with a Certificate of Training at the completion of each training course.
- d. The Contractor shall provide the following information for each training course offered:
 - (1) The course title and a brief description of the course content, to include the course format (e.g., lecture, discussion, hands-on training);
 - (2) The length of the course;

- (3) Mandatory and desirable prerequisites for student enrollment;
 - (4) The minimum and maximum number of students per class;
 - (5) The locations where the course is offered;
 - (6) Class schedules; and
 - (7) Price (per student, per class (if applicable)).
- e. For those courses conducted at the ordering activity's location, instructor travel charges (if applicable), including mileage and daily living expenses (e.g., per diem charges) are governed by Pub. L. 99-234 and FAR Part 31.205-46, and are reimbursable by the ordering activity on orders placed under the Multiple Award Schedule, as applicable, in effect on the date(s) the travel is performed. Contractors cannot use GSA city pair contracts. The Industrial Funding Fee does NOT apply to travel and per diem charges.

9. "NO CHARGE" TRAINING

The Contractor shall describe any training provided with equipment and/or software provided under this contract, free of charge, in the space provided below.

n/a

10. DESCRIPTION OF TRAINING COURSES AND PRICING

10.a. Open Enrollment

To help you maximize use of the Adobe family of products, which are designed to save your organization time and money, and streamline your business processes, IAI offers a comprehensive line of training services, ranging from classroom workshops led by industry-experienced instructors, to on-demand, computer-based courseware. IAI has the training solution that meets the needs of your developers and end-users.

IAI also offers custom-designed courses and comprehensive training programs, outside the scope of this Schedule, to address the specific requirements of large organizations or those with unique training requirements. As well, IAI can provide text-based workbooks and job-aids for ongoing reference.

Courses are available on a scheduled basis during each month at the IAI facility in Fairfax, Virginia. These courses are offered on a first-come, first-serve schedule. The class size is limited to 10 students and a personal computer is provided for each student's use. Class hours normally are 8:30 AM to 5:00 PM.

All the Adobe Courses can be conducted at your site, and can be tailored to meet your objectives. This option requires, as a **minimum**, the following facility and equipment:

- A suitable classroom or laboratory environment
- 1 PC per student –
 - Pentium 4 or later processor
 - Minimum of 256MB RAM
 - Microsoft Windows 2000, NT4.0 with Service Pak 5, or XP
- Laser Printer -- Local or LAN
- Network connection for each PC
- Projector/TV monitor
- Screen
- White board or chalk board
- Instructor workspace

A maximum of 10 students per course is recommended.

10.b. How to Enroll

1. Select the Adobe Course(s) that meet your needs, taking into consideration the course prerequisites and scheduled dates.
2. Call Al Weisner at (703) 293-7929 or fax your request to his attention at (703)293-7979 to enroll in class and verify course availability.
3. Process your agency's appropriate training authorization document for approval.
4. Forward approved training document via fax to (703)293-7979 and mail the original training authorization document or bring it the first day of class.

Al Weisner
Information Analysis, Inc.
11240 Waples Mill Road, Suite 201
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10.c. Courses Offered

Training courses currently offered by IAI are described on the following pages.

Course: Introduction to Adobe LiveCycle Designer Enterprise Suite

Duration: 2 Days

Recommended Number of Students: 1 - 10

Audience: Forms designers who are converting from paper to electronic forms. Also, forms designers who have used traditional tools or word processors to build forms.

Description: During this two-day class, students will focus on specific techniques for designing and creating a simple form. Students will plan form layouts, select form objects, define page and form object properties, and edit and test. Students will also learn how to enhance a form by adding graphics, tables, and multiple pages.

Objectives: The student will be able to:

- Form design components
- Build a form including core approaches
- What are Objects and how are they used?
- Object manipulation
- Define form and page properties
- Define form object properties
- Use field properties to automate user input
- Print and save a form
- Add graphics, tables, and create a multiple-page form
- Create field help
- Learn to fill in the forms utilizing Form Client

Prerequisite(s): Basic Windows skill set - "double-clicking," "clicking," and "drag and drop".

Course: **Database-Connectivity Using Adobe LiveCycle Designer Enterprise Suite**

Duration: 1 Day

Recommended Number of Students: 1 - 10

Audience: Forms designers and database managers that are converting from paper to electronic forms.

Description: During this one-day class, students will be introduced to the interface and capabilities of the Form Designer. Students will create a database-linked form using object-oriented design tools. Students will also learn how to enhance a form by adding graphics and other design elements.

Objectives: The student will be able to:

- Plan a form design
- Define form and page properties
- Define form object properties
- Use field properties to automate user input
- Work with databases – attaching, adding fields and security
- Create a multiple database linked form
- Add graphics, tables, and create a multiple-page form
- Create field help
- Learn to fill in the forms utilizing Form Client

Prerequisite(s): Completion of Orientation to Adobe Form Designer and understanding of database fundamentals.

Course: **Using the Routing In Adobe LiveCycle Designer Enterprise Suite/Form Client**

Duration: 1 Day

Recommended Number of Students: 1 - 10

Audience: This course is designed for form application developers and MIS professionals.

Description: During this one-day class, students will learn how to set up a workflow using a routing map and add features to it. Students will also learn to assign attributes to stages and links, the two primary objects that make up a routing map. Students will learn form packaging, including how to specify such options as the contents of a form package, form components, databases and database records, recipient options, and security.

Objectives: The student will be able to:

- Setup a workflow in Form Designer/Form Client
- Create a routing map – stages & links
- Create a form package – database, database records, forms, & other files
- Create and use tracking database
- Perform role resolution
- Create and use event macros

Prerequisite(s): Knowledge of form design and form application design.

Course: **Designing Intelligent Documents Using Adobe Enterprise Products**

Duration: 2 Days

Recommended Number of Students: 1 - 10

Audience: Forms designers who are converting from paper to electronic forms.

Description: During this two-day class, students will be introduced to the concept of an automated workflow and will tour the Form Designer Interface. Through hands-on labs, students will learn to use the Menu Editor to assign menus to form applications, and to attach functions and macros to those forms. Students will be taught how to use the Toolbar Editor to add customized toolbars to a form, edit buttons, and properties of those toolbars, and also create and add dialog boxes. Finally, students will be introduced to the VB Scripting and will examine examples of JScript and write simple routines.

Objectives: The student will be able to:

- Use Form Designer as a workflow tool
- Use the Menu editor – creating, attaching functions, editing, and adding
- Use the Toolbar editor – creating, attaching functions, editing, and adding
- Use the Macro editor – creating, managing libraries, working with modules
 - Use the Dialog editor – creating dialog boxes
 - Use JScript

Prerequisite(s): Knowledge of basic form design, knowledge of Visual Basic, Intelligent Forms Language, or another object-oriented/event-driven programming language.

Course: **Introduction to Adobe Form Client**

Duration: ½ Day

Recommended Number of Students: 1 - 10

Audience: Anyone responsible for filling out Adobe Forms.

Description: This course introduces the user to filling in and printing forms on a laser printer. Participants will enter information, save, retrieve information, and print the completed form.

Objectives: The student will be able to:

- Understand the overall architecture of Adobe Software
- Web/Browser – What is this all about?
- How to access the your forms
- Fill a form – entering data and working with records
- Change views and preferences
- Work with field types – data, graphic, signature, database lookup, and calculation
- Spell check
- Work with e-mail – sending and receiving

Prerequisite(s): Basic Windows skills.

Course: **Orientation to Adobe LiveCycle Reader Extension Server Enterprise Suite**

Duration: 1 Day

Recommended Number of Students: 1 - 10

Audience: Anyone responsible for adding Reader Extension Rights and the Reader Extension Server Administrator.

Description: This course is designed for individuals responsible for the adding the Reader Extension Rights to the PDF Forms. The course also includes instruction on Reader Extension Server Administration including adding users, deleting users, changing user's passwords, and granting user's permissions.

Objectives: The student will be able to:

- Understanding the Reader Extension Server Architecture
- Server Login with UserID and Password
- Identify and Select the Rights: Local save, Comments, Sign, & Submit
- Verify Turn On Rights
- Saving the Form
- Administrating the Reader Extension Server
- Adding New Users, Deleting Users, Changing User Password, & Updating User Information including User Rights
- Learn How and Why to Logoff

Prerequisite(s): Orientation to Adobe Form Designer 6.0.

Course: Introduction to Adobe LiveCycle Form Manager Enterprise Suite

Duration: 3 Days

Recommended Number of Students: 1 - 10

Audience: Forms Designers responsible for Form Manager implementation, maintenance, and end user access.

Description: During this three-day class, students will be introduced to the concept of a forms management via the Adobe Form Web Portal.

Objectives: The student will be able to:

- Publish all forms, in their native formats, to a centralized repository
- Maintain version control
- Enable end users to gain access through the Web interface
- Enable forms to pre-populate user data
- Enable searching for forms in a centralized repository
 - Manage form access controls
 - Understand how Form Manager integrates with Adobe Form Server, Adobe Workflow, and Adobe Reader Extensions Server products

Prerequisite(s): Completion of Orientation Form Designer and understating of database fundamentals.

Course: **Introduction to Adobe LiveCycle Document Security Server Enterprise Suite**

Duration: 1 Day

Recommended Number of Students: 1 - 10

Audience: Anyone responsible for the Document Security.

Description: During this one-day class, students will be introduced to the ability to use the certified document publishing and the secure information processing capabilities of the Document Security Server. This includes learning how to digitally sign, certify PDF files on a server, validate digital signatures, and enable the encryption and decryption of documents.

Objectives: The student will be able to:

- Understand the Document Security Server Architecture
- Publish a certified document
- Learn to secure information (data files)
- Learn how to digitally sign and certify PDF files
- Learn the techniques to validate digital signatures
 - Learn how to encrypt and decrypt documents
 - Understand how administrator the Document Security Server

Prerequisite(s): Completion of Orientation Form Designer.

Course: **Orientation to Adobe LiveCycle Policy Server Enterprise Suite**

Duration: 1 Day

Recommended Number of Students: 1 - 10

Audience: Anyone responsible for document security implementation, maintenance, and end user access.

Description: During this one-day class, students will learn to take control of their author-generated or system-generated documents. The student will learn how to secure a document with an existing security policy or create a new one and secure a system-generated document with an existing security policy from the Policy Server.

Objectives: The student will be able to:

- Understand the Policy Server Architecture
- Identify desktop applications or server applications
- Add Security - Recipients
- Add Security – Specify Security Policies
- Viewing – Authenticate & Authorize
 - Understand how administrator the Document Security Server

Prerequisite(s): Completion of Orientation Form Designer.

Course: **Orientation to Adobe LiveCycle Output Designer Enterprise Suite**

Duration: 1 Day

Recommended Number of Students: 1 – 10

Audience: Executives, managers, supervisors, and document designer responsible for using Output Designer.

Description: A one-day workshop that provides a conceptual understanding of the Output Designer. The Orientation provides an understanding on where it fits in relation to the Output Paks – Oracle, mySAP, and Web Paks. Some hands-on experience is provided in designing a basic document.

Objectives: The student will be able to:

- Understand the overall architecture of Output Designer and learn the benefits of electronic documents
- Learn how the Output Designer supports the Output Park for Oracle mySAP, and Web Output Pak
- Learn to configure the Designer – document, page, orientation, fonts, etc.
- Learn the basic graphics, text, and data fields tools
- Create a basic document using Classic Designer
- Learn to compile the form, creating .MDF file

Prerequisite(s): Basic Windows skill set - "double-clicking," "clicking," and "drag and drop".

Course: **Administering Adobe Central Pro Output Pak Server**

Duration: 2 Days

Recommended Number of Students: 1 - 10

Audience: Anyone needing to understand Central Pro for automation of their organization's print process and those individuals supporting Central Pro.

Description: This course is a specialty workshop, focusing on the processing capabilities of Central Pro and the Print Agent as well as their integration into an enterprise forms solution. This workshop provides an overview of Central Pro's background processing of forms and data capabilities.

Objectives: The student will be able to:

- Understand Central Pro and its role as a general process launching facility
- Install and manage multiple Central Pro sessions and Agents
- Understand how Classic Filler works as a front-end capture application (or how to use an existing customer-based front-end)
- Understand key form design considerations
- Create and modify the Job Management Database processes and tasks
- Generate multiple forms from a single datastream

Prerequisite(s): Completion of Orientation to Adobe Output Designer Course and understanding of basic E-Mail fundamentals.

Course: **Introduction to Adobe Output Pak for Oracle E-Business Suite**

Duration: 1 Day

Recommended Number of Students: 1 – 10

Audience: Executives, managers, supervisors, and document designer responsible for using Output Park for Oracle E-Business Suite.

Description: A one-day workshop that provides a conceptual understanding of the Output Pak for Oracle E-Business Suite. The Orientation provides an understanding on where it fits in relation to the Output Paks – Oracle and Web Paks.

Objectives: The student will be able to:

- Understand the overall architecture of Output Park for Oracle E-Business Suite
- Learn why you would use the Output Park for Oracle
- How does Output Pak for Oracle work?
- Where does the Output Pak fit?
- What does the Output Designer do?
- Explore Output Pak for Oracle solutions
- Key features and benefits
- Learn system requirements

Prerequisite(s): Basic Windows skill set - "double-clicking," "clicking," and "drag and drop" and completion of the Orientation to Adobe Output Designer Course.

Course: **Orientation to Adobe Output Pak for Oracle E-Business Suite**

Duration: 2 Days

Recommended Number of Students: 1 - 10

Audience: Those needing to integrate electronic documents with existing Oracle E-Business Suite applications, needing to automate their organization's print, fax, and email process.

Description: This course is a two-day workshop focusing on the integration of Output Pak capabilities with existing Oracle Systems and custom applications. This technical course deals specifically with issues surrounding print output management for custom applications. It examines and compares various data file formats. It also covers the transformation of data files using the Transformation Agent in order to access all of Central Pro's Agents and features including the creation of an intelligent data stream by using in-line text commands.

Objectives: The student will be able to:

- Understand how an Oracle E-Business Front-end Application works with Output Pak's Back-end Capability
- Identify Acceptable Data Formats
- Understand how Data Conversion Works from Various File Formats to Field Nominated Format
- Understand how Dynamic Forms Control Functions
- How does Central Pro works with Oracle?
- Understand how Oracle data flows thru the Output Pak to print, fax, and E-mail

Prerequisite(s): Completion of Orientation to Adobe Output Designer and Introduction to Adobe Output Pak for Oracle E-Business Suite.

Course: Introduction to Adobe Output Pak for mySAP

Duration: 1 Day

Recommended Number of Students: 1 – 10

Audience: Executives, managers, supervisors, and document designer responsible for using Output Pak for mySAP.

Description: A one-day workshop that provides a conceptual understanding of the Output Pak mySAP. The Orientation provides an understanding on where it fits in relation to the Output Paks – mySAP and Web Paks.

Objectives: The student will be able to:

- Understand the overall architecture of Output Pak for mySAP
- Learn why you would use the Output Pak for my SAP
- How does Output Pak for mySAP work?
- Where does the Output Pak fit?
- What does the Output Designer do?
- Explore Output Pak for mySAP solutions
- Key features and benefits
- Learn system requirements

Prerequisite(s): Basic Windows skill set - "double-clicking," "clicking," and "drag and drop" and completion of the Orientation to Adobe Output Designer Course.

Course: **Orientation to Adobe Output Pak for mySAP**

Duration: 2 Days

Recommended Number of Students: 1 - 10

Audience: Those needing to integrate electronic documents with existing mySAP applications, needing to automate their organization's print, fax, and email process.

Description: This course is a two-day workshop focusing on the integration of Output Pak capabilities with existing mySAP Systems and custom applications. This technical course deals specifically with issues surrounding print output management for custom applications. It examines and compares various data file formats. It also covers the transformation of data files using the Transformation Agent in order to access all of Central Pro's Agents and features including the creation of an intelligent data stream by using in-line text commands.

Objectives: The student will be able to:

- Understand How a mySAP Front-end Application works with Output Pak's Back-end Capability
- Identify Acceptable Data Formats
- Understand How Data Conversion Works from Various File Formats to Field Nominated Format
- Understand How Dynamic Forms Control Functions
- How Central Pro works with mySAP?
- Understand how mySAP data flows thru the Output Pak to print, fax, and email

Prerequisite(s): Completion of Orientation to Adobe Output Designer and Introduction to Adobe Output Pak for mySAP.

Course: Introduction to Adobe Web Output Pak

Duration: 1 Day

Recommended Number of Students: 1 – 10

Audience: Executives, managers, supervisors, and document designer responsible for using Web Output Pak.

Description: A one-day workshop that provides a conceptual understanding of the Web Output Pak. The Orientation provides an understanding on where it fits in relation to the Output Paks – Oracle, and mySAP.

Objectives: The student will be able to:

- Understand the overall architecture of Web Output Park
- Learn why you would use the Web Output Park
- How does Web Output Pak work?
- Where does the Output Pak fit?
- What does the Output Designer do?
- Explore Output Pak for Web solutions
- Key features and benefits
- Learn system requirements

Prerequisite(s): Basic Windows skill set - "double-clicking," "clicking," and "drag and drop" and completion of the Orientation to Adobe Output Designer Course.

Course: **Orientation to Adobe Web Output Pak**

Duration: 2 Days

Recommended Number of Students: 1 - 10

Audience: Those needing to deliver on-demand personalized documents to meet customer expectations via the Web.

Description: This course is a two-day workshop focusing on the integration of Web Output Pak capabilities with existing systems and custom applications. This technical course deals specifically with issues surrounding Web output management. It takes a detailed look at Output Designer, Field Editor, and the Run-time Components: transaction processor, HTML agent, PDF Agent, and Copy Agent.

Objectives: The student will be able to:

- Understand how the Web Output works
- Identify potential Web Output applications
- How to use the Output Designer output
- How the Web Output tools work
- Development tools – when to use them
- Run-time components – when and how to use them

Prerequisite(s): Completion of Orientation to Adobe Output Designer Course, Output Designer - Designing Documents, and Orientation to Web Output Pak.

Course: **Workflow Server Administration**

Duration: 2 Days

Recommended Number of Students: 1 - 10

Audience: Individuals responsible for Workflow installation, configuration, and administration.

Description: During this two-day class, students will be introduced to the concept of Workflow's Administration. This includes architecture, installation, configuration, testing, and monitoring.

Objectives: The student will be able to:

- Understand Workflow Software Architecture
- How to prepare for a Workflow Installation
- How to install Workflow
- Managing access to Workflow
 - Creating and maintaining the Workflow Server User Directory
 - Performance monitoring
 - Administering processes and Role Sets

Prerequisite(s): Based on Workflow's integration with existing network applications, the following knowledge and/or experience in the following areas are highly recommended:

- Microsoft Windows NT 4.0 Administration
- Database Administration
- E-mail administration
- Microsoft Internet Information Server

Course: **Workflow Server Applications Development**

Duration: 3 Days

Recommended Number of Students: 1 - 10

Audience: Individuals responsible for Workflow application design, development, testing, or deployment.

Description: During this three-day class, students will learn to plan, develop, test and deploy Workflow Server applications.

Objectives: The student will be able to:

- Understand Workflow Software Architecture
- Comprehend the Workflow Applications Development Cycle
- Plan Workflow Applications
- Enable Workflow Forms
 - Work with Organizational Data
 - Create Role Sets
 - Create Process Maps
 - Test and Deploy Workflow Server Applications

Prerequisite(s): Knowledge of scripting or general programming concepts.

Course: **Introduction to Acrobat Professional**

Duration: 1 Day

Recommended Number of Students: 1 - 10

Audience: The course is intended for anyone who wishes to create Acrobat documents for dissemination to other users, to review Acrobat documents and to use features of Acrobat to enhance the documents.

Description: During this one-day course, students will be introduced to Acrobat Professional including User Interface, creating, navigating, and working with PDF Files.

Objectives: The student will be able to:

- Create an Acrobat document
- Navigate through a PDF file
- Select security options for their documents
- Control font usage in the document
- Create bookmarks and Thumbnails
- Markup documents for review
- Create and use indexes
- Printing
- Emailing

Prerequisite(s): Basic Windows NT/2000/XP skills.

Course: Introduction to Adobe “Free” Reader

Duration: ½ Day

Recommended Number of Students: 1 - 10

Audience: Anyone responsible for filling out Adobe Forms.

Description: This course introduces the user to filling in and printing forms. Participants will learn to enter information, save, retrieve information, email, and print the completed form.

Objectives: The student will be able to:

- Understand the overall architecture of Adobe “Free” Reader
- How to access the your forms
- Fill a form – entering data and working with records
- Change views and preferences
- Work with field types – data, graphic, signature, database lookup, and calculation
- Spell check
- Work with email – sending and receiving

Prerequisite(s): Basic Windows skills.

Course: Acrobat Connect (formerly Breeze)

Duration: 4 Days

Recommended Number of Students: 1 - 10

Audience: Connect administrators, content authors and managers, course managers, and meeting administrators and presenters.

Description: This course provides Connect administrators, content authors and managers, course managers, meeting administrators, and presenters the hands-on practical experience they need to create and manage their web presentations and meetings.

Objectives: The student will be able to:

- Introducing Connect
 - Creating a Meeting Room
 - Managing a Meeting Room
 - Sharing Presentations
 - Maximizing Pod Contents
 - Using a Whiteboard
- Adding Audio Video
- Publishing Presentations
- Customizing Presentations
- Managing the Content Library
- Creating Training Courses
- Creating Training Curricula
- Screen Sharing
- Managing the Meeting Library
- Customizing Pod Display
- Recording Meetings
- Integrating with Microsoft Outlook

Prerequisite(s): Basic Windows skills.

Course: **Designing Forms LiveCycle Enterprise Suite**

Duration: 2 Days

Recommended Number of Students: 1 - 10

Audience: *Form Designers:* people who design dynamic forms in partnership with software developers.

Form Developers seeking fundamental skills: people who regularly develop interactive forms and interfaces bound to server processes, but are new to Adobe LiveCycle Designer ES.

Description: This course introduces and teaches, in detail, techniques for developing forms for data capture and data display using Adobe LiveCycle Designer ES. Through significant amounts of thoroughly guided hands-on practice, by the end of the course you will know how to create static as well dynamic, interactive, data-bound forms including input validation, localized fields, accessibility information, and custom scripted interactions.

Objectives: The course consists of the following:

- Introducing the Course
- Designing Print Forms
- Controlling User Input and Data Display
- Scripting Form Interactions
- Working with Flowed Layout
- Creating Shared and Reusable Form Content
- Use field properties to automate user input
- Print and save a form
- Add graphics, tables, and create a multiple-page form
- Create field help
- Learn to fill in the forms utilizing Adobe “Free” Reader or Acrobat
- Hands-On Student Exercises

Prerequisite(s): Basic Windows skill set - "double-clicking," "clicking," and "drag and drop".

Course: **Database-Based Form Design Using LiveCycle Designer Enterprise Suite**

Duration: 1 Day

Recommended Number of Students: 1 - 10

Audience: Forms designers and database managers that are converting from paper to electronic forms.

Description: During this one-day class, students will be introduced to the interface and capabilities of the LC Designer ES. Students will create a database-linked form using object-oriented design tools. Students will also learn how to enhance a form by adding graphics and other design elements.

Objectives: The student will be able to:

- Plan a form design
- Define form and page properties
- Define form object properties
- Use field properties to automate user input
- Work with databases – attaching, adding fields and security
- Create a multiple database linked form
- Add graphics, tables, and create a multiple-page form
- Create field help
- Hands-On Student Exercises
- Learn to fill in the forms utilizing Adobe “Free” Reader or Acrobat

Prerequisite(s): Completion of Designing Forms ES Course and understanding of database fundamentals.

Course: Adobe LiveCycle Designer Dynamic Forms Advanced Course

Duration: 2 Days

Recommended Number of Students: 1 - 10

Audience: Anyone responsible designing dynamic forms.

Description: This course introduces the form's designer to Adobe Designer's dynamic forms capabilities. Participants will be able to identify dynamic form requirements, provide dynamic forms utilizing text field expansion, subform, and table features to meet the user's dynamic forms requirements.

Objectives: The student will be able to:

- Understand the differences between a print, interactive, and dynamic form and how to apply these features to achieve a truly interactive dynamic form.
- Dynamic Form Features – Expanding Fields, Subforms, and Tables
- Expanding Text Fields – Fields that grow on demand
- Subforms/Nested Subforms – Use when/if needed
- Dynamic Tables – At your service
- Dynamic Tables – Adding/removing rows
- Pagination – Page breaks with headers/footers
- FormCalc/JAVA Scripting required
- Student Exercises – Hands on

Prerequisite(s): Designing Forms ES Course and 6 months forms design experience.

Course: **Using LiveCycle Reader Extension Enterprise Suite**

Duration: 1 Day

Recommended Number of Students: 1 - 10

Audience: Anyone responsible for adding Reader Extension Rights and the Reader Extension Server Administrator.

Description: This course is designed for individuals responsible for the adding the Reader Extension Rights to the PDF Forms. The course also includes instruction on Reader Extension Server Administration including adding users, deleting users, changing user's passwords, and granting user's permissions.

Objectives: The student will be able to:

- Understand the Reader Extension Server Architecture
- Server Login with UserID and Password
- Identify and Select the Rights: Local save, Comments, Sign, & Submit
- Verify Turn On Rights
- Saving the Form
- Administrating the Reader Extension Server
- Adding New Users, Deleting Users, Changing User Password, & Updating User Information including User Rights
- Learn How and Why to Logoff
- Hands on Student Exercises

Prerequisite(s): Completion of Designing Forms ES Course.

Course: **Fundamentals of LiveCycle Forms Enterprise Suite**

Duration: 3 Days

Recommended Number of Students: 1 - 10

Audience: Anyone responsible for Web server development, implementation, and administration for the Adobe Forms Server.

Description: This course is designed for individuals responsible for Adobe Forms Server installation, development, implementation, and administration. The course also includes instruction on installation, application development, API usage, and server administration.

Objectives: The student will be able to:

- Understanding the Forms Server Architecture
- Configuration Manger – Installation and Management
- Types of Forms Applications
- Adobe Solution – Forms Module, and APIs -- Samples
- Additional Features – What do they mean to me?
- Generating Forms with the Forms Server Module – Hands-On-Lab
- Processing a Forms Submission – Hands-On-Lab
 - Scripting and the process form submission method
 - Round trips to the Server
 - ProcessFormSubmission() and the IOutputContext Object
 - Handling Submitted Data (XML)
- Student Exercises – Hands On

Prerequisite(s): Completion of Designing Forms ES and Using Reader Extension ES.

Course: Introduction to LiveCycle Barcoded Forms Enterprise Suite

Duration: 1 Day

Recommended Number of Students: 1 - 10

Audience: *Form Designers:* people who design dynamic forms in partnership with software developers

Form Developers seeking fundamental skills: people who regularly develop interactive forms and interfaces bound to server processes, but are new to Adobe LiveCycle Designer ES

Description: This course introduces and teaches Barcode Technology including the 2D Barcode (PDF-417) including form design, barcode objects and understands the barcode data, uses, configuration, options, and hands-on exercises.

Objectives: The student will be able to:

- Understand barcodes Hardware and Software
- Barcodes (1D) Why?
- Commonly Used Barcodes i.e. 3 of 9, Postal, ZIP
- Barcode Objects – How to configure based on desired results
- Reading Barcode with a Scanner – Handheld/Glass
- 2D Barcode Technology – PDF 417
- 2D Barcode Object – How to configure for desired results
- What does Reader Extensions have to do with 2D Barcodes?
- Printing and scanning
- Hands on Student Exercise

Prerequisite(s): Completion of Designing Forms ES and Using Reader Extension ES.

Course: Introduction to LiveCycle Process Management Enterprise Suite

Duration: 3 Days

Recommended Number of Students: 1 - 10

Audience: Business analysts, process management administrators, and developers.

Description: The course focuses on designing process management using the core components that ship with the product.

Objectives: The student will be able to:

- Understand Process Management Software Architecture
- Comprehend the Process Management Applications Development Cycle
- Plan Process Management Applications
- Enable Process Management Forms
 - Work with Organizational Data
 - Create Role Sets
 - Create Process Maps
 - Test and Deploy Process Management Applications

Prerequisite(s): Completion of Designing Forms ES.

Course: Introduction to LiveCycle Rights Management Enterprise Suite

Duration: 1 Day

Recommended Number of Students: 1 - 10

Audience: Anyone responsible for document security implementation, maintenance, and end user access.

Description: During this one-day class, students will learn to take control of their author-generated or system-generated documents. The student will learn how to secure a document with an existing security policy or create a new one and secure a system-generated document with an existing security policy from Rights Management ES Server.

Objectives: The student will be able to:

- Understand the Rights Management ES Server Architecture
- Identify desktop applications or server applications
- Add Security - Recipients
- Add Security – Specify Security Policies
- Viewing – Authenticate & Authorize
 - Understand how to administrate the Rights Management ES Server

Prerequisite(s): Familiar with Windows.

Course: Introduction to LiveCycle Digital Signatures Enterprise Suite

Duration: 1 Day

Recommended Number of Students: 1 - 10

Audience: Anyone responsible for the Document Security.

Description: This course provides the person (s) responsible for the automated validation of digital signatures in documents the fundamental understanding to implement and maintain this capability for their trusted documents.

Objectives: The student will be able to:

- Understand the Digital Signatures ES Server Architecture
- Publish a certified document
- Learn to secure information (data files)
- Learn how to digitally sign and certify PDF files
- Learn the techniques to validate digital signatures
 - Understand how administrator the Digital Signatures ES Server

Prerequisite(s): Familiar with Windows.

Course: Introduction to LiveCycle Output Enterprise Suite

Duration: 3 Days

Recommended Number of Students: 1 - 10

Audience: Anyone needing to understand Output ES for automation of their organization's print process and those individuals supporting LC Output ES Server.

Description: This course is a specialty workshop, focusing on the processing capabilities of LC Workbench and Output Server as well as their integration into an enterprise document print/electronic format solution. This workshop provides an overview of LC Output Server's background processing of document and data capabilities.

Objectives: The student will be able to:

- Understanding LiveCycle Enterprise Suite (LC ES) products and technology including the hosting environment
- How LC Designer ES, Workbench ES, and Output ES are utilized to generate documents
- The basics – document, data, and document generation
- Output ES – document generation process
- Creating, testing, and fielding a document generation application – a hands-on experience

Prerequisite(s): Completion of Design ES Course and understanding of basic J2EE Application Development.

Course: **Building LiveCycle Enterprise Suite Applications**

Duration: 3 Days

Recommended Number of Students: 1 - 10

Audience: This course is for anyone with a programming background. To gain the most from this course, you should:

- Be familiar with basic programming concepts, processes and constructs
- Have a basic understanding of XML terminology and structure
- Be familiar with building forms using Adobe LiveCycle Designer or the Workbench

Description: This course provides developers the skills needed to utilize Process Management and other solution components in building LiveCycle ES applications. The course gets developers up and running in creating, deploying and administering a process, as well as using other solution components in the application.

Objectives: The student will be able to:

- Introducing the Course
- Introducing Adobe LiveCycle ES (Enterprise Suite)
- Getting Started with Adobe LiveCycle Workbench ES
- Getting Started with LiveCycle Applications
- Using Forms in LiveCycle ES Applications
- Creating a Process
- Deploying a Process
- Monitoring and Troubleshooting Applications
- Implementing Business Rules to Control Process Flow
- Using the Forms Service within a Process
- Using the Rights Management Service within a Process
- Using the Reader Extensions Service
- Creating and Rendering Form Guides within a Process

Prerequisite(s): This course is for anyone with a programming background.

10.d Price Per Student

Course Identifier	Descriptive Title	09/02/09 - 11/03/09	11/04/09 - 11/03/10	11/04/10 - 11/03/11	11/04/11 - 11/03/12	11/04/12 - 11/03/13
TRAIN-1	Introduction to Adobe LiveCycle Designer ES	\$1,257.43	\$1,282.58	\$1,308.23	\$1,334.40	\$1,361.09
TRAIN-2	Database-Connectivity Using Adobe LiveCycle Designer ES	556.17	567.29	578.64	590.22	602.03
TRAIN-3	Using the Routing in Adobe LiveCycle Designer ES/Form Client	628.72	641.29	654.12	667.19	680.53
TRAIN-4	Designing Intelligent Documents Adobe Enterprise Products	1,160.71	1,183.92	1,207.60	1,231.75	1,256.38
TRAIN-5	Introduction to Adobe Form Client	290.18	295.98	301.90	307.94	314.10
TRAIN-6	Orientation to Adobe LiveCycle Reader Extension Server ES	628.72	641.29	654.12	667.19	680.53
TRAIN-7	Introduction to Adobe LiveCycle Form Manager ES	1,886.15	1,923.87	1,962.35	2,001.59	2,041.62
TRAIN-8	Introduction to Adobe LiveCycle Document Security ES	628.72	641.29	654.12	667.19	680.53
TRAIN-9	Orientation to Adobe LiveCycle Policy Server ES	628.72	641.29	654.12	667.19	680.53
TRAIN-10	Orientation to Adobe LiveCycle Output Designer ES	1,160.71	1,183.92	1,207.60	1,231.75	1,256.38
TRAIN-11	Administering Adobe Central Pro Output Pak Server	1,160.71	1,183.92	1,207.60	1,231.75	1,256.38
TRAIN-12	Introduction to Adobe Output Pak for Oracle E-Business Suite	580.35	591.96	603.80	615.88	628.20
TRAIN-13	Orientation to Adobe Output Pak for Oracle E-Business Suite	1,160.71	1,183.92	1,207.60	1,231.75	1,256.38
TRAIN-14	Introduction to Adobe Output Pak for mySAP	580.35	591.96	603.80	615.88	628.20
TRAIN-15	Orientation to Adobe Output Pak for mySAP	1,160.71	1,183.92	1,207.60	1,231.75	1,256.38

Course Identifier	Descriptive Title	09/02/09 - 11/03/09	11/04/09 - 11/03/10	11/04/10 - 11/03/11	11/04/11 - 11/03/12	11/04/12 - 11/03/13
TRAIN-16	Introduction to Adobe Web Output Pak	\$ 580.35	\$ 591.96	\$ 603.80	\$ 615.88	\$ 628.20
TRAIN-17	Orientation to Adobe Web Output Pak	1,160.71	1,183.92	1,207.60	1,231.75	1,256.38
TRAIN-20	Workflow Server Administration	1,160.71	1,183.92	1,207.60	1,231.75	1,256.38
TRAIN-21	Workflow Server Applications Development	1,741.06	1,775.88	1,811.40	1,847.63	1,884.58
TRAIN-23	Introduction to Acrobat Professional	628.72	641.29	654.12	667.19	680.53
TRAIN-24	Introduction to Adobe “Free” Reader	130.58	133.19	135.85	138.57	141.34
TRAIN-25	Acrobat Connect (formerly Breeze)	2,321.41	2,367.84	2,415.19	2,463.50	2,512.77
TRAIN-30	Designing Forms LiveCycle ES	1,450.88	1,479.90	1,509.50	1,539.69	1,570.48
TRAIN-31	Database-Based Form Design Using LiveCycle Designer ES	725.44	739.95	754.75	769.84	785.24
TRAIN-32	Adobe LiveCycle Designer Dynamic Forms Advanced Course	1,257.43	1,282.58	\$,308.23	1,334.40	1,361.09
TRAIN-33	Using LiveCycle Reader Extension ES	628.72	641.29	654.12	667.19	680.53
TRAIN-34	Fundamentals of LiveCycle Forms ES	2,321.41	2,367.84	2,415.19	2,463.50	2,512.77
TRAIN-35	Introduction to LiveCycle Barcoded Forms ES	725.44	739.95	754.75	769.84	785.24
TRAIN-36	Introduction to LiveCycle Process Management ES	2,321.41	2,367.84	2,415.19	2,463.50	2,512.77
TRAIN-37	Introduction to LiveCycle Rights Management ES	725.44	739.95	754.75	769.84	785.24
TRAIN-38	Introduction to LiveCycle Digital Signatures ES	725.44	739.95	754.75	769.84	785.24
TRAIN-39	Introduction to LiveCycle Output ES	2,321.41	2,367.84	2,415.19	2,463.50	2,512.77
TRAIN-40	Building LiveCycle Enterprise Suite Applications	2,321.41	2,367.84	2,415.19	2,463.50	2,512.77

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

- 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 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. 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 of each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
- d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

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

- a. The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-
 - (1) Cancel the stop-work order; or
 - (2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.
- b. If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-
 - (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
 - (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

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

6. INSPECTION OF SERVICES

The Inspection of Services–Fixed Price (AUG 1996) (Deviation – 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 (JAN 1986) (Deviation - May 2003) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

7. RESPONSIBILITIES OF THE CONTRACTOR

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Deviation – 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 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 52.232-7 (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. 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. RÉSUMÉS

Résumés 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

16.1 IT Professional Services

Information Analysis Incorporated offers IT professional services in the following general categories. The range of services in each category are described by generally accepted functional titles, associated processes and procedures, and trade names of relevant hardware and software systems. IAI has experience providing services to Federal Government customers in all listed areas. Available services include:

(1) FPDS Code D302 IT Systems Development Services

- Program/Project Management
- Conceptual Design
- Conceptualizing Advanced Technology Requirements
- Business Systems Engineering
- Specification Development
- Site Surveys
- Cost Engineering
- Cost Estimating and Scheduling
- Planning, Analyzing and Scheduling Complex Systems
- Statistical Analysis
- Cost/Benefit Analysis
- Integrated Logistics Support

(2) FPDS Code D306 **IT Systems Analysis Services**

- Functional Requirements Integration
 - Life Cycle Program Management
 - Risk Assessment and Mitigation
 - Independent Verification and Validation
 - Quality Assurance
 - Requirements Documentation
 - Cost-Benefit Analysis
- Computer Systems
 - Systems Engineering and Integration
 - Planning and Assessment
 - Requirements Analysis
 - Systems Design and Analysis
 - Systems Development
 - Configuration Management
 - User Interface Design and Development
 - Business Process Redesign
 - Test and Evaluation
- Software
 - Life Cycle Management
 - CASE Tools
 - Business Process Reengineering (Redesign)
 - Cold Fusion
- Test and Evaluation
 - Software Engineering QA
 - Cost-Benefit Analysis
 - Risk Analysis
- Site Surveys
 - Requirements Analysis
 - Project Planning
 - Inventory Control
 - CAD Drawing
 - Cable Plant LAN/WAN/MAN

(3) FPDS Code D307 **Automated Information Systems Design and Integration Services**

- Functional Requirements Integration
 - Life Cycle Program Management
 - Risk Assessment and Mitigation
 - Independent Verification and Validation
 - Quality Assurance
 - Requirements Documentation
 - Cost-Benefit Analysis
- Computer Systems
 - Systems Engineering and Integration
 - Planning and Assessment
 - Requirements Analysis
 - Systems Design and Analysis
 - Systems Development
 - Configuration Management
 - User Interface Design and Development
 - Business Process Redesign
 - Test and Evaluation
- Data Modeling and Standardization
 - Quality Assurance Process
 - Structured Analysis
 - Document Management System
 - Source Code Control
 - Configuration Management
 - Rapid Application Development
- Database Management and Development
- Database Administration
- Data Communications (Secure & Non-Secure)
 - Intranet Services
 - Internet
 - Firewalls
 - C-2 compliance
 - C4I compliance
- Shared Data Environment
 - Impact Studies
 - Needs Assessment
 - Document Management Services
 - Web Site Development and Maintenance
 - Independent Verification and Validation

(4) FPDS Code D308 **Programming Services**

- Database Development
- Application Development
- Languages
 - C & C++ (Visual)
 - Clipper
 - FoxPro
 - Lotus Notes
 - Progress
 - UNIX Shell Scripting (Bourne, Korn, C Shell)
 - Visual Basic
- Internet & Intranet
 - HTTP and Proxy Server
 - Security
 - Firewalls
 - E-Mail Server (SMTP and POP3)
 - Web Page Design (HTML, JAVA, Active-X)
 - Forms design and drawing service

16.2. Commercial Job Titles (Labor Categories)

Commercial Job Title: **Program Manager**

Minimum/General Experience: Twelve years proven program management, including at least eight years of ADP, telecommunications, or other advanced technology systems management experience. Must be capable of leading programs that involve the successful management of teams composed of information technology professionals and/or other technical disciplines who have been involved in analysis, design, integration, testing, documenting, converting, extending and implementing automated information and/or other advanced technology systems. Must have proven skills relevant to the delivery/task order to be managed.

Functional Responsibility: Performs day-to-day management of overall program/contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs, and coordinates the planning and production of all contract support activities. Must be capable of negotiating and making binding decisions for the company.

Minimum Education: Bachelor's degree or higher in engineering, scientific, computer science, operations research, business, or a related field.

Commercial Job Title: **Project Manager (Level III)**

Minimum/General Experience: At least 5 years of direct supervision of ADP software development, integration maintenance projects, and/or telecommunications management experience including managing project teams or work groups. Demonstrated management and technical or administrative skill, and excellent interpersonal skills.

Functional Responsibility: Performs day-to-day management of assigned tasking that involve teams of data processing and other information systems/management professionals involved in analyzing, designing, integrating, testing, documenting, converting, extending, and implementing automated information and telecommunications systems. Demonstrates proven skills in those technical areas addressed by the tasks to be managed. Organizes, directs, and coordinates the planning and production of all activities associated with assigned projects

Minimum Education: Bachelor's degree in computer science or a related discipline, or equivalent experience.

Commercial Job Title: **Project Manager (Level - II)**

Minimum/General Experience: At least 4 years of direct supervision of ADP software development, integration maintenance projects, and/or telecommunications management experience including managing project teams or work groups. Demonstrated management and technical or administrative skill, and excellent interpersonal skills.

Functional Responsibility: Performs day-to-day management of assigned tasking that involve teams of data processing and other information systems/management professionals involved in analyzing, designing, integrating, testing, documenting, converting, extending, and implementing automated information and telecommunications systems. Demonstrates proven skills in those technical areas addressed by the tasks to be managed. Organizes, directs, and coordinates the planning and production of all activities associated with assigned projects

Minimum Education: Bachelor's degree in computer science or a related discipline, or equivalent experience.

Commercial Job Title: **Project Manager (Level - I)**

Minimum/General Experience: At least 4 years of direct supervision of ADP software development, integration maintenance projects, and/or telecommunications management experience including managing project teams or work groups. Demonstrated management and technical or administrative skill, and excellent interpersonal skills.

Functional Responsibility: Performs day-to-day management of overall program/contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs, and coordinates the planning and production of all contract support activities. Must be capable of negotiating and making binding decisions for the company.

Minimum Education: Bachelor's degree in computer science or a related discipline, or equivalent experience.

Commercial Job Title: **Team Leader**

Minimum/General Experience: Minimum of 5 years of professional work experience that provides the required knowledge and skill set. Demonstrated management and technical or administrative skill, and excellent interpersonal skills.

Functional Responsibility: Defines and directs technical specification and tasks to be performed by team members, defines target dates of tasks and subtasks. Provides guidance and assistance in coordinating output and ensuring the technical adequacy of the end product.

Minimum Education: Bachelor's degree in computer science or a related discipline, or equivalent experience.

Commercial Job Title: **Senior Conversion Analyst**

Minimum/General Experience: A minimum of 8 years of experience in computer programming and system design and development; 4 years of experience in systems architecture and application development; 3 years experience in implementing relevant applications in a mainframe or client-server environment; and technical training in application-specific areas.

Functional Responsibility: Supports the integration of certain enterprise applications. Provides system-wide computer programming, analysis, and design to implement applications. Possesses and applies a detailed understanding of application-specific requirements (such as, code, table and view structure, system interface and database requirements, and programming procedures for installations). Designs and develops computer programs that connect the application to external data sources and databases with internal tables and views. Additionally, position requires a detailed understanding of relational database structures.

Minimum Education: Bachelor's degree in computer science or a related discipline, or equivalent experience.

Commercial Job Title: **Configuration Manager**

Minimum/General Experience: Four to 9 years experience establishing overall requirements, developing plans, implementing directives, and establishing and maintaining a disciplined environment to ensure configuration control. Exercised a high level of analytical ability in order to gather and interpret complex data, and to solve unusual and difficult technical, administrative, and managerial problems. Engaged in frequent contact with customers and CM personnel.

Functional Responsibility: Develops and administers configuration management for software and hardware systems, and implements instructions for assigned programs. Controls configuration baselines and interfaces through Engineering Change Proposal/Specification processing; fulfills such contract data requirements as preparing drafts, forwarding correspondence, preparing and processing CM required data items; and compiles, prepares, and maintains the master records for the establishment and change of configuration baselines, engineering release system, configuration item development record (including the configuration index and change status listing), and configuration status accounting.

Minimum Education: Bachelor's degree in computer science or a related discipline, or equivalent experience.

Commercial Job Title: **Data Base Administrator**

Minimum/General Experience: Experience in areas related to the administration, planning, and development of computerized data bases. Experience with data base management systems, system design and analysis, operating systems software, and internal and data manipulation languages.

Functional Responsibility: Works as part of a team, to execute various data base projects. Work may involve the development and maintenance of data base software, as well as problem resolution. Formulates and implements policies and procedures pertaining to data base management, security, maintenance, and utilization. Works directly with data base users, providing advice as to procedures, technical problems, priorities, and methodologies.

Minimum Education: Bachelor's degree in computer science or a related discipline, or equivalent experience.

Commercial Job Title: Senior Programmer (Level II)

Minimum/General Experience: Four to 9 years of related experience performing routine design, coding, and documentation of application programs for computers and related equipment used for scientific or commercial projects.

Functional Responsibility: Analyzes, designs, codes, and documents complex applications for large-scale computers and related equipment appropriate to scientific and commercial projects. Performs technical tasks using both standard and nonstandard analysis, design, and programming methods and techniques. Determines customer requirements for the final program or system. Analyzes problems in terms of such factors as user requirements, input data and form, output data and form, available computer configuration, processing turnaround requirements, input and output checking, and overall problem-schedule requirements. Advises on computer requirements and limitations to help define automation needs. May provide advice on system design configurations, procedural and technical aspects of automated records, hardware acquisition, and maintenance. Develops and writes machine or other suitable source language instructions required for computer processing.

Minimum Education: Bachelor's degree in computer science or a related discipline, or equivalent experience.

Commercial Job Title: Senior Programmer (Level I)

Minimum/General Experience: Four to 9 years of related experience performing routine design, coding, and documentation of application programs for computers and related equipment used for scientific or commercial projects.

Functional Responsibility: Analyzes, designs, codes, and documents complex applications for large-scale computers and related equipment appropriate to scientific and commercial projects. Performs technical tasks using both standard and nonstandard analysis, design, and programming methods and techniques. Determines customer requirements for the final program or system. Analyzes problems in terms of such factors as user requirements, input data and form, output data and form, available computer configuration, processing turnaround requirements, input and output checking, and overall problem-schedule requirements. Advises on computer requirements and limitations to help define automation needs. May provide advice on system design configurations, procedural and technical aspects of automated records, hardware acquisition, and maintenance. Develops and writes machine or other suitable source language instructions required for computer processing.

Minimum Education: Bachelor's degree in computer science or a related discipline, or equivalent experience.

Commercial Job Title: Programmer (Level – VI)

Minimum/General Experience: Six years in coding/developing software in more than one programming language and operating system.

Functional Responsibility: Performs feasibility studies, logic design, and system flowcharts, analysis of input/output flow, hardware study, forms layout, and detailed flowcharting. Leads implementation of overall system design as generated by project manager. Estimates personnel requirements, distributes programming tasks, and prepares implementation schedule. Implements file design, storage estimation and allocation, actual coding error removal, logic optimization, system re-evaluation, and on-line testing. After user approval, makes final corrections and program and run-time documentation. Implements scientific and/or engineering computer applications that are mathematical in nature or support specific systems (e.g., communications, graphics, data base, or operational system interface).

Minimum Education: Bachelor's degree in computer science or a related discipline, or equivalent experience.

Commercial Job Title: Programmer (Level – V)

Minimum/General Experience: Five years in coding/developing software in more than one programming language and operating system.

Functional Responsibility: Performs feasibility studies, logic design, and system flowcharts, analysis of input/output flow, hardware study, forms layout, and detailed flowcharting. Leads implementation of overall system design as generated by project manager. Estimates personnel requirements, distributes programming tasks, and prepares implementation schedule. Implements file design, storage estimation and allocation, actual coding error removal, logic optimization, system re-evaluation, and on-line testing. After user approval, makes final corrections and program and run-time documentation. Implements scientific and/or engineering computer applications that are mathematical in nature or support specific systems (e.g., communications, graphics, data base, or operational system interface).

Minimum Education: Bachelor's degree in computer science or a related discipline, or equivalent experience.

Commercial Job Title: Programmer (Level – IV)

Minimum/General Experience: Four years in coding/developing software in more than one programming language and operating system.

Functional Responsibility: Performs feasibility studies, logic design, and system flowcharts, analysis of input/output flow, hardware study, forms layout, and detailed flowcharting. Leads implementation of overall system design as generated by project manager. Estimates personnel requirements, distributes programming tasks, and prepares implementation schedule. Implements

file design, storage estimation and allocation, actual coding error removal, logic optimization, system re-evaluation, and on-line testing. After user approval, makes final corrections and program and run-time documentation. Implements scientific and/or engineering computer applications that are mathematical in nature or support specific systems (e.g., communications, graphics, data base, or operational system interface).

Minimum Education: Bachelor's degree in computer science or a related discipline, or equivalent experience.

Commercial Job Title: **Programmer (Level – III)**

Minimum/General Experience: Three years in coding/developing software in more than one programming language and operating system.

Functional Responsibility: Performs feasibility studies, logic design, and system flowcharts, analysis of input/output flow, hardware study, forms layout, and detailed flowcharting. Leads implementation of overall system design as generated by project manager. Estimates personnel requirements, distributes programming tasks, and prepares implementation schedule. Implements file design, storage estimation and allocation, actual coding error removal, logic optimization, system re-evaluation, and on-line testing. After user approval, makes final corrections and program and run-time documentation. Implements scientific and/or engineering computer applications that are mathematical in nature or support specific systems (e.g., communications, graphics, data base, or operational system interface).

Minimum Education: Bachelor's degree in computer science or a related discipline, or equivalent experience.

Commercial Job Title: **Programmer (Level – II)**

Minimum/General Experience: One year in coding/developing software in at least more than one programming language and operating system.

Functional Responsibility: Codes, tests, and debugs software modules consisting of multiple routines or procedures. Works from system specifications such as data flow diagrams or program design language (PDL). Generates own flowcharts or PDL for individual module implementation as required by supervisor. Assists programming staff with runtime error resolution and debugging tasks as required. Installs and maintains universal software libraries. Creates and installs executive procedures to aid in system implementation. Codes, tests, and debugs application source code and documents programs.

Minimum Education: Bachelor's degree in computer science or a related discipline, or equivalent experience. Associate's degree or certification in specialized computer training and five years pertinent experience in lieu of a degree.

Commercial Job Title: Programmer (Level – I)

Minimum/General Experience: Six months in coding/developing software in at least more than one programming language and operating system.

Functional Responsibility: Codes, tests, and debugs applications software from system specifications in one computer language. Assignments are at the smallest routine or procedure level. Monitors computer workload and performance. Documents and reports specification problems and ambiguities through the code/test/debug cycle to supervisor. Performs production runs for systems requiring programmer operation or when operator staff limitation requires. This may involve data entry tasks. Utilizes operating system programs (utilities/editors), to create and maintain applications program files.

Minimum Education: Associate's degree or certification in specialized computer training and two years pertinent experience in lieu of a degree.

Commercial Job Title: Senior Engineer

Minimum/General Experience: Eight years of engineering experience or the equivalent technical knowledge and eight years experience in a technical field.

Functional Responsibility: Prepares detailed and complex engineering packages including specifications, drawings, and other documents required for development and procurement of equipment and materials in support of the client or Government agency. Involved in definition of project scope and development of novel concepts and approaches. Provides data to higher management to support commitments made and technical decisions reached that influence the scope and direction of projects. Develops engineering standards and procedures governing the installation of equipment, facilities and systems within the area of assigned responsibility. Plans, organizes, and supervises the work of engineering staff and other project-oriented personnel.

Minimum Education: Bachelor's degree or higher in engineering, a technical science, business, operations research, or equivalent.

Commercial Job Title: Systems Engineer

Minimum/General Experience: Seven years of experience in systems engineering, including three years of experience in analytical problem solving of workflow, organization and planning.

Functional Responsibility: Utilizing specialized knowledge and operating independently, determines system design needs based on user requirements and available approaches. Develops general and detailed system design specifications. Leads project team in new system development. Determines and assigns tasks, assesses risks, develops project plans/schedules. Reviews defined system problems and identified approaches, and makes final decision on approach or modification to be implemented for solution. Determines testing requirements; reviews specialized testing

procedures and adjusts as necessary; and ensures proper accomplishment and documentation of testing.

Minimum Education: Bachelor's degree in computer science, math, engineering, or operations research. Associate's degree or certification in specialized computer training and five years pertinent experience in lieu of Bachelor's degree.

Commercial Job Title: **Software Engineer**

Minimum/General Experience: Minimum five years experience managing full-life cycle test efforts.

Functional Responsibility: Oversees and directs the test activities of the test team. Responsibilities include managing development of test scripts, test procedures, implementation and documentation effort associated with IAI projects. Position requires strong oral and written communication skills and the ability to coordinate with IAI senior management and IAI clients on a daily basis. Strong project management skills are required, including familiarity with project management tools such as MS Project and Excel. Position also requires strong background in use of automated test tools and development of automated test procedures and/or scripts.

Minimum Education: Bachelor's degree or equivalent experience.

Commercial Job Title: **Associate Software Engineer**

Minimum/General Experience: Zero (0) to five (5) years of experience performing software engineering activities relative to the design and development of existing software and new or existing systems or subsystems software.

Functional Responsibility: Works under close supervision performing software engineering assignments relative to the modification and/or development of software systems. Assists more senior engineers in the formulation and development of systems or subsystems architecture, requirements, and design documents. Assists in performing software algorithm development, design, coding, and documentation work of systems. Assists in the evaluation of subcontractor software activities, so as to ensure compliance with software engineering standards.

Minimum Education: Associate's degree or equivalent experience.

Commercial Job Title: Senior Test Manager

Minimum/General Experience: Minimum five years experience managing full-life cycle test efforts.

Functional Responsibility: Oversees and directs the test activities of the test team. Responsibilities include managing development of test scripts, test procedures, implementation and documentation effort associated with IAI projects. Position requires strong oral and written communication skills and the ability to coordinate with IAI senior management and IAI clients on a daily basis. Strong project management skills are required, including familiarity with project management tools such as MS Project and Excel. Position also requires strong background in use of automated test tools and development of automated test procedures and/or scripts.

Minimum Education: Bachelor's degree in computer science or a related discipline, or equivalent experience.

Commercial Job Title: Senior Systems Analyst (Level - IV)

Minimum/General Experience: Experience working on complex application problems involving all phases of systems analysis. At least seven years of experience in analysis and design of business applications for complex large-scale or mid-tier computer systems, or LAN-based systems, to include experience in data base management systems (DBMS), and use of programming languages. Knowledge of current storage and retrieval methods and demonstrated ability to formulate specifications for programmers to use in coding, testing, and debugging of computer programs.

Functional Responsibility: Utilizing specialized knowledge and operating independently, determines system design needs, based on user requirements and available approaches. Develops general and detailed system design specifications and quality control documentation. Develops project plans/schedules; communicates project status to upper management and customer. Responsible for project control. Makes final decision on approach/modification for solution of problems if unresolved at lower level. Conducts final review and assessment of existing operational systems for cost effectiveness, compliance to specifications and standards, and ability to meet future needs. Maintains state-of-the-art knowledge of hardware/software technology.

Minimum Education: Bachelor's degree in computer science or a related discipline, or equivalent experience. Associate's degree or certification in specialized computer training and seven years pertinent experience in lieu of a degree.

Commercial Job Title: Senior Systems Analyst (Level - III)

Minimum/General Experience: Experience working on complex application problems involving all phases of systems analysis. At least six years of experience in analysis and design of business applications for complex large-scale or mid-tier computer systems, or LAN-based systems,

to include experience in data base management systems (DBMS), and use of programming languages. Knowledge of current storage and retrieval methods and demonstrated ability to formulate specifications for programmers to use in coding, testing, and debugging of computer programs.

Functional Responsibility: Utilizing specialized knowledge and operating independently, determines system design needs, based on user requirements and available approaches. Develops general and detailed system design specifications and quality control documentation. Develops project plans/schedules; communicates project status to upper management and customer. Responsible for project control. Makes final decision on approach/modification for solution of problems if unresolved at lower level. Conducts final review and assessment of existing operational systems for cost effectiveness, compliance to specifications and standards, and ability to meet future needs. Maintains state-of-the-art knowledge of hardware/software technology.

Minimum Education: Bachelor's degree in computer science or a related discipline, or equivalent experience. Associate's degree or certification in specialized computer training and six years pertinent experience in lieu of a degree.

Commercial Job Title: Senior Systems Analyst (Level - II)

Minimum/General Experience: Experience working on complex application problems involving all phases of systems analysis. At least five years of experience in analysis and design of business applications for complex large-scale or mid-tier computer systems, or LAN-based systems, to include experience in data base management systems (DBMS), and use of programming languages. Knowledge of current storage and retrieval methods and demonstrated ability to formulate specifications for programmers to use in coding, testing, and debugging of computer programs.

Functional Responsibility: Utilizing specialized knowledge and operating independently, determines system design needs, based on user requirements and available approaches. Develops general and detailed system design specifications and quality control documentation. Develops project plans/schedules; communicates project status to upper management and customer. Responsible for project control. Makes final decision on approach/modification for solution of problems if unresolved at lower level. Conducts final review and assessment of existing operational systems for cost effectiveness, compliance to specifications and standards, and ability to meet future needs. Maintains state-of-the-art knowledge of hardware/software technology.

Minimum Education: Bachelor's degree in computer science or a related discipline, or equivalent experience. Associate's degree or certification in specialized computer training and five years pertinent experience in lieu of a degree.

Commercial Job Title: Senior Systems Analyst (Level - I)

Minimum/General Experience: Experience working on complex application problems involving all phases of systems analysis. At least four years of experience in analysis and design of business

applications for complex large-scale or mid-tier computer systems, or LAN-based systems, to include experience in data base management systems (DBMS), and use of programming languages. Knowledge of current storage and retrieval methods and demonstrated ability to formulate specifications for programmers to use in coding, testing, and debugging of computer programs.

Functional Responsibility: Utilizing specialized knowledge and operating independently, determines system design needs, based on user requirements and available approaches. Develops general and detailed system design specifications and quality control documentation. Develops project plans/schedules; communicates project status to upper management and customer. Responsible for project control. Makes final decision on approach/modification for solution of problems if unresolved at lower level. Conducts final review and assessment of existing operational systems for cost effectiveness, compliance to specifications and standards, and ability to meet future needs. Maintains state-of-the-art knowledge of hardware/software technology.

Minimum Education: Bachelor's degree in computer science or a related discipline, or equivalent experience. Associate's degree or certification in specialized computer training and four years pertinent experience in lieu of a degree.

Commercial Job Title: **Systems Analyst (Level - IV)**

Minimum/General Experience: Five years of computer experience in information systems design and management. Demonstrated ability to work on requirements that are moderately complex to analyze, plan, program, and implement. Experience in analysis and design of business applications for complex large-scale or mid-tier computer systems, or LAN-based systems, including experience in DBMS, and use of programming languages. 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 of computer programs.

Functional Responsibility: Conducts studies analyzing user requirements, inclusive of cost versus benefit considerations. Identifies alternate system approaches, develops recommendations, and documents findings. Coordinates activities and work assignments of project personnel, monitoring daily progress of work against schedule. Supervises the testing and implementation of basic computer systems. Assists in development of project plans and schedules. Develops inputs to general and detailed system design specifications and quality control documentation.

Minimum Education: Bachelor's degree in computer science or a related discipline, or equivalent experience. Associate's degree or certification in specialized computer training and Five years pertinent experience in lieu of a degree.

Commercial Job Title: **Systems Analyst (Level - III)**

Minimum/General Experience: Four years of computer experience in information systems design and management. Demonstrated ability to work on requirements that are moderately complex to analyze, plan, program, and implement. Experience in analysis and design of business applications for complex large-scale or mid-tier computer systems, or LAN-based systems, including

experience in DBMS, and use of programming languages. 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 of computer programs.

Functional Responsibility: Conducts studies analyzing user requirements, inclusive of cost versus benefit considerations. Identifies alternate system approaches, develops recommendations, and documents findings. Coordinates activities and work assignments of project personnel, monitoring daily progress of work against schedule. Supervises the testing and implementation of basic computer systems. Assists in development of project plans and schedules. Develops inputs to general and detailed system design specifications and quality control documentation.

Minimum Education: Bachelor's degree in computer science or a related discipline, or equivalent experience. Associate's degree or certification in specialized computer training and four years pertinent experience in lieu of a degree.

Commercial Job Title: **Systems Analyst (Level - II)**

Minimum/General Experience: Three years of computer experience in information systems design and management. Demonstrated ability to work on requirements that are moderately complex to analyze, plan, program, and implement. Experience in analysis and design of business applications for complex large-scale or mid-tier computer systems, or LAN-based systems, including experience in DBMS, and use of programming languages. 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 of computer programs.

Functional Responsibility: Conducts studies analyzing user requirements, inclusive of cost versus benefit considerations. Identifies alternate system approaches, develops recommendations, and documents findings. Coordinates activities and work assignments of project personnel, monitoring daily progress of work against schedule. Supervises the testing and implementation of basic computer systems. Assists in development of project plans and schedules. Develops inputs to general and detailed system design specifications and quality control documentation.

Minimum Education: Bachelor's degree in computer science or a related discipline, or equivalent experience. Associate's degree or certification in specialized computer training and three years pertinent experience in lieu of a degree.

Commercial Job Title: **Systems Analyst (Level - I)**

Minimum/General Experience: Two years of computer experience in assignments of a technical nature. One year of experience in analyzing and programming applications on large-scale or mid-tier computers (or LAN-based) with a minimum of one year of design and programming of moderately complex ADP systems.

Functional Responsibility: Under general supervision and utilizing standardized techniques, assists in analyzing user requirements and cost/benefit information. Assists in review of existing system; researches alternate systems and approaches, and documents findings. Acts as liaison in specified user areas; confers with users to define problems. Coordinates the testing and implementation of basic computer systems. Provides input to development of project plans and schedules and monitors project status.

Minimum Education: Bachelor's degree in computer science or a related discipline, or equivalent experience. Associate's degree or certification in specialized computer training and two years pertinent experience in lieu of a degree

Commercial Job Title: **Technical Analyst**

Minimum/General Experience: Minimum four years experience performing software development and analysis. Must have prior experience supervising the activity of other developers.

Functional Responsibility: The Technical Analyst assists the Project Manager by assuming responsibility for software analysis and development at the sub-system level. The Technical Analysis is responsible for definition of sub-system interfaces, ensuring that system design enhancements and modifications are designed and implemented consistent with architectural guidelines and meet customer requirements. The Technical Analyst is responsible for full life-cycle software development. Familiarity with top-down structured design and coding techniques is required. Position requires supervision of more junior team members and familiarity with industry standard Configuration Management and Quality Assurance procedures. Position requires strong oral and written communications skills and the ability to interface directly with clients and internal IAI development and support groups.

Minimum Education: Bachelor's degree in computer science or a related discipline, or equivalent experience.

Commercial Job Title: **Information Engineering Specialist**

Minimum/General Experience: Five years of experience in engineering, systems analysis, design, and programming. Experience in information systems development, functional and data requirement analysis, systems analysis and design, programming, program design, and documentation preparation.

Functional Responsibility: Applies a business-wide set of disciplines for planning, analysis, design, construction, and maintenance of information systems on a business-wide basis or across a major sector of the business. Performs business strategic systems planning, information planning, and analysis. Performs process and data modeling in support of the planning and analysis efforts using both manual and automated tools, such as I-CASE tools. Applies reverse engineering and reengineering disciplines to develop migration strategic and planning documents. Provides technical guidance in software engineering techniques and automated support tools.

Minimum Education: Bachelor's degree in computer science or a related discipline, or equivalent experience.

Commercial Job Title: IT Consultant (Level IV)

Minimum/General Experience: Must have 10 years of experience in the ADP field. At least 7 years of combined new and related older technical experience in the ADP field directly related to the required area of expertise. Good oral and written communication skills. Good investigative skills with ability to infer software and hardware dependencies. Must be able to communicate on technical issues.

Functional Responsibility: Travels to the customer site to analyze and enhance the IT systems used within the organization. Performs interviews and other research. Provides technical, managerial, and administrative assistance for problem definition, analysis, requirements development and implementation, for complex to extremely complex systems in the subject matter area. Makes recommendations and advises on organization-wide systems improvements, optimization or maintenance efforts, in the following representative areas: information systems architecture; networking and networks; telecommunications including legacy and high-speed technologies, protocols, operations and management; automation including micro through mainframe hardware, computer languages, operating systems, database systems, security, decision support systems; risk management and electronic analysis, software including commercial software and software development, life-cycle management; modeling and simulation; graphics; data management; etc.

Minimum Education: Bachelor's degree in computer science or a related discipline, or equivalent experience.

Commercial Job Title: IT Consultant (Level III)

Minimum/General Experience: Must have 8 years of experience in the ADP field. At least 5 years of combined new and related older technical experience in the ADP field directly related to the required area of expertise. Good oral and written communication skills. Good investigative skills with ability to infer software and hardware dependencies. Must be able to communicate on technical issues.

Functional Responsibility: Travels to the customer site to analyze and enhance the IT systems used within the organization. Performs interviews and other research. Provides technical, managerial, and administrative assistance for problem definition, analysis, requirements development and implementation, for complex to extremely complex systems in the subject matter area. Makes recommendations and advises on organization-wide systems improvements, optimization or maintenance efforts, in the following representative areas: information systems architecture; networking and networks; telecommunications including legacy and high-speed technologies, protocols, operations and management; automation including micro through mainframe hardware, computer languages, operating systems, database systems, security, decision support systems; risk management and electronic analysis, software including commercial software and software development, life-cycle management; modeling and simulation; graphics; data management; etc.

Minimum Education: Bachelor's degree in computer science or a related discipline, or equivalent experience.

Commercial Job Title: IT Consultant (Level II)

Minimum/General Experience: Must have 6 years of experience in the ADP field. At least 3 years of combined new and related older technical experience in the ADP field directly related to the required area of expertise. Good oral and written communication skills. Good investigative skills with ability to infer software and hardware dependencies. Must be able to communicate on technical issues.

Functional Responsibility: Travels to the customer site to analyze and enhance the IT systems used within the organization. Performs interviews and other research. Provides technical, managerial, and administrative assistance for problem definition, analysis, requirements development and implementation, for complex to extremely complex systems in the subject matter area. Makes recommendations and advises on organization-wide systems improvements, optimization or maintenance efforts, in the following representative areas: information systems architecture; networking and networks; telecommunications including legacy and high-speed technologies, protocols, operations and management; automation including micro through mainframe hardware, computer languages, operating systems, database systems, security, decision support systems; risk management and electronic analysis, software including commercial software and software development, life-cycle management; modeling and simulation; graphics; data management; etc.

Minimum Education: Bachelor's degree in computer science or a related discipline, or equivalent experience.

Commercial Job Title: IT Consultant (Level I)

Minimum/General Experience: Must have 3 years of experience in the ADP field. Good oral and written communication skills. Good investigative skills with ability to infer software and hardware dependencies. Must be able to communicate on technical issues.

Functional Responsibility: Travels to the customer site to analyze and enhance the IT systems used within the organization. Performs interviews and other research. Provides technical, managerial, and administrative assistance for problem definition, analysis, requirements development and implementation, for complex to extremely complex systems in the subject matter area. Makes recommendations and advises on organization-wide systems improvements, optimization or maintenance efforts, in the following representative areas: information systems architecture; networking and networks; telecommunications including legacy and high-speed technologies, protocols, operations and management; automation including micro through mainframe hardware, computer languages, operating systems, database systems, security, decision support systems; risk management and electronic analysis, software including commercial software and software development, life-cycle management; modeling and simulation; graphics; data management; etc.

Minimum Education: Bachelor's degree in computer science or a related discipline, or equivalent experience. Associate's degree or certification in specialized computer training and three years pertinent experience in lieu of a degree.

Commercial Job Title: **Software Consultant (Level IV)**

Minimum/General Experience: Ten years experience with software, such as software engineering, applications programming, and software maintenance.

Functional Responsibility: Provides technical, managerial, and administrative direction for problem definition, analysis, and requirements development. Makes recommendations and advises on improvements, optimization and maintenance efforts. Experienced in software development, integration, methodologies, and languages. Analyzes user and/or systems requirements and design specifications. Tests and refines software to produce the desired end result. Prepares required documentation, including project plans, software program, and user documentation. Knowledgeable of state-of-the-art technologies such as operating systems, communications software, education and training systems, database compilers, object technologies, and network and communications technologies.

Minimum Education: Requires a Master's degree and ten years experience (or equivalent combination of education and experience).

Commercial Job Title: **Software Consultant (Level III)**

Minimum/General Experience: Eight to ten years experience with software, such as software engineering, applications programming, and software maintenance.

Functional Responsibility: Provides technical, managerial, and administrative direction for problem definition, analysis, and requirements development. Makes recommendations and advises on improvements, optimization and maintenance efforts. Experienced in software development, integration, methodologies, and languages. Analyzes user and/or systems requirements and design specifications. Tests and refines software to produce the desired end result. Prepares required documentation, including project plans, software program, and user documentation. Knowledgeable of state-of-the-art technologies such as operating systems, communications software, education and training systems, database compilers, object technologies, and network and communications technologies.

Minimum Education: Requires a Bachelor's degree and eight to ten years experience (or equivalent combination of education and experience).

Commercial Job Title: Software Consultant (Level II)

Minimum/General Experience: Five to seven years experience with software, such as software engineering, applications programming, and software maintenance.

Functional Responsibility: Provides technical, managerial, and administrative direction for problem definition, analysis, and requirements development. Makes recommendations and advises on improvements, optimization and maintenance efforts. Experienced in software development, integration, methodologies, and languages. Analyzes user and/or systems requirements and design specifications. Tests and refines software to produce the desired end result. Prepares required documentation, including project plans, software program, and user documentation. Knowledgeable of state-of-the-art technologies such as operating systems, communications software, education and training systems, database compilers, object technologies, and network and communications technologies.

Minimum Education: Requires a Bachelor's degree and five to seven years experience (or equivalent combination of education and experience).

Commercial Job Title: Software Consultant (Level I)

Minimum/General Experience: Two to four years experience with software, such as software engineering, applications programming, and software maintenance.

Functional Responsibility: Provides technical, managerial, and administrative direction for problem definition, analysis, and requirements development. Makes recommendations and advises on improvements, optimization and maintenance efforts. Experienced in software development, integration, methodologies, and languages. Analyzes user and/or systems requirements and design specifications. Tests and refines software to produce the desired end result. Prepares required documentation, including project plans, software program, and user documentation. Knowledgeable of state-of-the-art technologies such as operating systems, communications software, education and training systems, database compilers, object technologies, and network and communications technologies.

Minimum Education: Requires a Bachelor's degree and two to four years experience (or equivalent combination of education and experience).

Commercial Job Title: Senior Y2K Consultant/Technical Manager

Minimum/General Experience: Minimum of ten years solid experience as systems or applications analyst. Must have in-depth knowledge of the function and design of software systems with a background in multiple PC platforms and operating systems. Experience in development or maintenance of embedded systems a plus. Should have experience in multiple application areas including client/server, databases, document management, vertical business applications or other information processing systems. Good oral and written communication skills. Must be able to explain technical issues.

Functional Responsibility: Uses in-depth and broad range knowledge of computer applications, operating systems, COTS products, and business systems to support the investigation, identification and evaluation of a large variety of computer applications and computer-based business systems for Y2K compliance. Functions as senior technical lead, software and business systems expert in all phases of the Enterprise Triage process. Offers expert advice, provides solution alternatives, and shares technical knowledge on all software application and business process issues.

Minimum Education: Bachelor's degree in computer science or a related discipline, or equivalent experience.

Commercial Job Title: Senior Y2K Analyst

Minimum/General Experience: Minimum of seven years experience as senior systems analyst or software engineer. Should be experienced in broad range of computer platforms, COTS products, embedded systems, microprocessors, networks and software applications. Good diagnostic and analytical skills with ability to determine root cause of Y2K issues.

Functional Responsibility: Uses in-depth and broad range knowledge of computer hardware, networks, microprocessors and embedded systems to support the investigation, identification and evaluation of a large variety of computer systems for Y2K compliance. Offers expert advice, provides solution alternatives, and shares technical knowledge on all hardware issues. Evaluates the Y2K compliance of all identified IT and embedded systems in a defined environment with the focus on COTS and embedded systems. Using in-depth knowledge of Y2K problems and solutions with prior research from contacts with the system manufacture, users, and knowledgeable technicians, enterprise managers, and system owners, and supported by a documented process, assesses the degree of compliance and risk for each component, and determines the best options for remediation. Documents results in reports.

Minimum Education: Bachelor's degree in computer science or a related discipline, or equivalent experience.

Commercial Job Title: Senior Y2K Tester

Minimum/General Experience: Have extensive knowledge of quality assurance standards and testing strategies, multiple computer systems functions, be able to plan and implement complex test scenarios and projects, possess excellent communication, presentation and problem solving skills and effectively interact with customers.

Functional Responsibility: This person will generate and approve project and testing specifications for Year 2000 renovation and migration activities, and execute tests according to plan. Will oversee development, implementation and execution of certification programs for testing and will ensure renovated code and documentation is in conformance with approved test and quality assurance standards. Writes reports on both testing and certification compliance areas.

Minimum Education: Bachelor's degree in computer science or a related discipline, or equivalent experience.

Commercial Job Title: Y2K Analyst

Minimum/General Experience: Minimum of four years experience as a systems or software analyst. Should be experienced in a broad range of computer platforms, COTS products, embedded systems, microprocessors, networks and software applications. Good diagnostic and analytical skills with ability to determine root cause of Y2K issues.

Functional Responsibility: Uses in-depth knowledge of computer hardware, networks, microprocessors and embedded systems to support the investigation, identification and evaluation of computer systems for Y2K compliance. Offers expert advice, provides solution alternatives, and shares technical knowledge on all hardware issues. Evaluates the Y2K compliance of identified systems in a defined environment with the focus on COTS and embedded systems. Applies knowledge of Y2K problems and solutions supported by a documented process, assesses the degree of compliance and risk for each component, and determines the best options for remediation. Documents results in a report.

Minimum Education: Bachelor's degree in computer science or a related discipline, or equivalent experience.

Commercial Job Title: Y2K Tester

Minimum/General Experience: Have knowledge of multiple computer systems functions, be able to implement complex test scenarios, possess excellent communication, problem solving skills and effectively interact with customers.

Functional Responsibility: Assists with implementation and execution of certification programs for testing and ensures renovated code and documentation is in conformance with approved test and quality assurance standards. Initiates reports on both testing and certification compliance areas.

Minimum Education: Bachelor's degree in computer science or a related discipline, or equivalent experience.

Commercial Job Title: Y2K Tool Analyst

Minimum/General Experience: Formal training and overall knowledge of the software development process. Must be capable of analyzing, coding and testing software under the direction of more senior team members.

Functional Responsibility: Position requires use of automated tests tools (both IAI proprietary and off-the-shelf) that are used in the analysis and remediation of client code. The ability to analyze and make minor modifications to software written primarily in higher level languages is required. Attention to detail and the ability to work in a team environment is extremely important in this position. Familiarity with general Configuration Management and Quality Assurance procedures are required to successfully remediate client code. Strong documentation and test skills are also required.

Minimum Education: Formal training in software development and coding techniques or equivalent experience.

Commercial Job Title: Technical Writer/Editor Level – III

Minimum/General Experience: Four years of experience performing technical writing, research, and editing functions. Knowledge of contemporary word processing and publishing applications.

Functional Responsibility: Assists in collecting and organizing information for preparation of user manuals, training materials, installation guides, proposals, newsletters, promotional publications, articles for publication, and reports. Edits functional descriptions, system specifications, user manuals, special reports, or any other customer deliverables and documents. Assists in performing administrative functions. Must demonstrate the ability to work independently or under only general direction

Minimum Education: Bachelors degree or equivalent.

16.3. PRICES FOR ON-SITE IT PROFESSIONAL SERVICES AT HOURLY RATES

Labor Category - On-Site/Client Site	11/04/08 - 11/03/09	11/04/09 - 11/03/10	11/04/10 - 11/03/11	11/04/11 - 11/03/12	11/04/12 - 11/03/13
Program Director	\$ 170.36	\$ 178.54	\$ 187.11	\$ 196.09	\$ 205.50
Project Manager (Level III)	146.21	153.23	160.58	168.29	176.37
Project Manager (Level II)	157.72	165.29	173.22	181.53	190.25
Project Manager (Level I)	97.63	102.32	107.22	112.37	117.76
Team Leader	76.72	80.39	84.25	88.29	92.53
Senior Conversion Analyst	113.56	119.01	124.73	130.71	136.99
Configuration Manager	96.53	101.17	106.03	111.11	116.44
Data Base Administrator	74.84	78.44	82.21	86.16	90.29
Senior Programmer (Level II)	74.75	78.34	82.10	86.04	90.17
Senior Programmer (Level I)	56.08	58.77	61.59	64.54	67.64
Programmer (Level VI)	85.17	89.26	93.54	98.04	102.74
Programmer (Level V)	70.19	73.55	77.08	80.78	84.65
Programmer (Level IV)	72.29	75.76	79.40	83.20	87.19
Programmer (Level III)	64.26	67.35	70.58	73.96	77.51
Programmer (Level II)	50.46	52.88	55.42	58.08	60.87
Programmer (Level I)	26.24	27.50	28.82	30.20	31.65
Senior Engineer	95.43	100.01	104.81	109.83	115.10
Systems Engineer	87.86	92.08	96.50	101.14	105.99
Software Engineer	144.99	151.95	159.24	166.89	174.90
Associate Software Engineer	104.30	109.31	114.56	120.06	125.82
Senior Test Manager	102.22	107.12	112.26	117.65	123.29
Senior Systems Analyst (Level IV)	90.86	95.22	99.80	104.58	109.60

Labor Category - On-Site/Client Site (continued)	11/04/08 - 11/03/09	11/04/09 - 11/03/10	11/04/10 - 11/03/11	11/04/11 - 11/03/12	11/04/12 - 11/03/13
Senior Systems Analyst (Level III)	\$ 89.32	\$ 93.61	\$ 98.11	\$ 102.81	\$ 107.75
Senior Systems Analyst (Level II)	80.48	84.34	88.39	92.63	97.08
Senior Systems Analyst (Level I)	65.43	68.57	71.87	75.31	78.93
Systems Analyst (Level IV)	87.74	91.95	96.36	100.99	105.83
Systems Analyst (Level III)	79.44	83.24	87.24	91.44	95.83
Systems Analyst (Level II)	72.53	76.02	79.67	83.50	87.51
Systems Analyst (Level I)	56.40	59.11	61.95	64.93	68.04
Technical Analyst	85.17	89.26	93.54	98.04	102.74
Information Engineering Specialist	83.63	87.64	91.85	96.26	100.89
IT Consultant (Level IV)	124.87	130.86	137.14	143.72	150.62
IT Consultant (Level III)	102.08	106.97	112.11	117.49	123.13
IT Consultant (Level II)	70.91	74.32	77.88	81.62	85.54
IT Consultant (Level I)	41.48	43.48	45.56	47.75	50.04
Software Consultant (Level IV)	174.03	182.38	191.13	200.31	209.92
Software Consultant (Level III)	135.37	141.86	148.68	155.81	163.28
Software Consultant (Level II)	131.81	138.14	144.77	151.72	159.00
Software Consultant (Level I)	113.03	118.45	124.13	130.09	136.33
Senior Y2K Consultant/Tech. Manager	136.26	142.80	149.65	156.84	164.36
Senior Y2K Analyst	113.56	119.01	124.73	130.71	136.99
Senior Y2K Tester	93.56	98.06	102.76	107.70	112.87
Y2K Analyst	85.17	89.26	93.54	98.04	102.74
Y2K Tester	85.17	89.26	93.54	98.04	102.74
Y2K Tool Analyst	68.13	71.41	74.83	78.42	82.19
Technical Writer	37.97	39.80	41.71	43.72	45.81

16.4. PRICES FOR OFF-SITE IT PROFESSIONAL SERVICES AT HOURLY RATES

Labor Category - Off-Site/Contractor Site	11/04/08 - 11/03/09	11/04/09 - 11/03/10	11/04/10 - 11/03/11	11/04/11 - 11/03/12	11/04/12 - 11/03/13
Program Director	\$ 191.41	\$ 200.59	\$ 210.23	\$ 220.32	\$ 230.90
Project Manager (Level III)	164.27	172.16	180.42	189.09	198.17
Project Manager (Level II)	159.52	167.17	175.19	183.61	192.42
Project Manager (Level I)	109.70	114.97	120.49	126.28	132.34
Team Leader	118.29	123.97	129.92	136.16	142.70
Senior Conversion Analyst	127.60	133.72	140.14	146.87	153.92
Configuration Manager	108.45	113.66	119.11	124.83	130.82
Data Base Administrator	84.09	88.13	92.36	96.80	101.44
Senior Programmer (Level II)	83.98	88.01	92.23	96.65	101.29
Senior Programmer (Level I)	60.94	63.86	66.92	70.14	73.50
Programmer (Level VI)	95.71	100.30	105.12	110.17	115.46
Programmer (Level V)	78.85	82.64	86.61	90.77	95.12
Programmer (Level IV)	76.56	80.24	84.09	88.13	92.36
Programmer (Level III)	72.19	75.66	79.28	83.09	87.08
Programmer (Level II)	56.68	59.40	62.25	65.24	68.37
Programmer (Level I)	29.50	30.92	32.40	33.95	35.59
Senior Engineer	113.31	118.75	124.45	130.43	136.69
Systems Engineer	98.73	103.47	108.43	113.64	119.09
Software Engineer	--	--	--	--	--
Associate Software Engineer	--	--	--	--	--
Senior Test Manager	114.83	120.34	126.12	132.17	138.52
Senior Systems Analyst (Level IV)	102.08	106.97	112.11	117.49	123.13

Labor Category - Off-Site/Contractor Site (continued)	11/04/08 - 11/03/09	11/04/09 - 11/03/10	11/04/10 - 11/03/11	11/04/11 - 11/03/12	11/04/12 - 11/03/13
Senior Systems Analyst (Level III)	\$ 97.22	\$ 101.88	\$ 106.77	\$ 111.90	\$ 117.27
Senior Systems Analyst (Level II)	90.42	94.76	99.30	104.07	109.07
Senior Systems Analyst (Level I)	73.51	77.04	80.74	84.61	88.68
Systems Analyst (Level IV)	98.56	103.29	108.25	113.45	118.89
Systems Analyst (Level III)	95.71	100.30	105.12	110.17	115.46
Systems Analyst (Level II)	81.49	85.40	89.50	93.79	98.30
Systems Analyst (Level I)	63.38	66.42	69.60	72.95	76.45
Technical Analyst	95.71	100.30	105.12	110.17	115.46
Information Engineering Specialist	93.96	98.48	103.20	108.16	113.35
IT Consultant (Level IV)	140.30	147.03	154.09	161.48	169.23
IT Consultant (Level III)	114.70	120.20	125.97	132.02	138.36
IT Consultant (Level II)	79.70	83.53	87.54	91.74	96.14
IT Consultant (Level I)	46.61	48.85	51.19	53.65	56.23
Software Consultant (Level IV)	--	--	--	--	--
Software Consultant (Level III)	--	--	--	--	--
Software Consultant (Level II)	--	--	--	--	--
Software Consultant (Level I)	--	--	--	--	--
Senior Y2K Consultant/Tech. Manager	153.12	160.46	168.16	176.23	184.70
Senior Y2K Analyst	127.60	133.72	140.14	146.87	153.92
Senior Y2K Tester	105.14	110.19	115.48	121.02	126.83
Y2K Analyst	95.71	100.30	105.12	110.17	115.46
Y2K Tester	95.71	100.30	105.12	110.17	115.46
Y2K Tool Analyst	76.56	80.24	84.09	88.13	92.36
Technical Writer	42.65	44.70	46.84	49.09	51.45

16.5. Forms Programming Service

Service Offered	Price Per Page (One Side)				
	11/04/08 - 11/03/09	11/04/09 - 11/03/10	11/04/10 - 11/03/11	11/04/11 - 11/03/12	11/04/12 - 11/03/13
Design and Drawing of Forms in Adobe (formerly Jetform) Format	\$ 223.53	\$ 234.26	\$ 245.50	\$ 257.29	\$ 269.64

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

Information Analysis Incorporated provides commercial products and services to the Federal Government. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

COMMITMENT

To actively seek and partner with small businesses.

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

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

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

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

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

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

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in Federal Government contracts. To accelerate potential opportunities please contact Mr. Matthew Sands, (703) 383-3000, or by e-mail at: msands@infoa.com, fax number, (703) 293-7979..

SUGGESTED BLANKET PURCHASE AGREEMENT (BPA)**BEST VALUE
BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE****(Insert Customer Name)**

In the spirit of the Federal Acquisition Streamlining Act, ordering activity and Information Analysis Incorporated 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 Government 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 SCHEDULE/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 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 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 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.