

**C<sup>2</sup> TECHNOLOGIES, INC.**

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

**FSC GROUP 70**

**Special Item No. 132-51 Information Technology Professional Services**

- FPDS D301 – IT Facility Operation and Maintenance
- FPDS D302 – IT Systems Development Services
- FPDS D306 – IT Systems Analysis Services
- FPDS D307 – Automated Information Systems Design and Integration Services
- FPDS D308 – Programming Services  
– Millennium Conversion Services
- FPDS D310 – IT Backup and Security Services
- FPDS D311 – IT Data Conversion Services
- FPDS D316 – IT Network Management Services
- FPDS D317 – Automated News, Data or Other Information Services
- FPDS D399 – Other Information Technology Services, Not Elsewhere Classified

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

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

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



Contract Number: **GS-35F-0470K**

Period Covered by Contract: **June 15, 2010 to June 14, 2015**

Pricelist Current through Modification # **PA-0032**, dated **October 04, 2012**

General Services Administration  
Federal Acquisition Service

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

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

1. **Geographic Scope of Contract.** The geographic scope of this contract is the 48 contiguous states, the District of Columbia, Alaska, Hawaii, the Commonwealth of Puerto Rico, and all U.S. Government installations and/or agencies abroad.
2. **Ordering Address:**  
C<sup>2</sup> Technologies, Inc.  
1921 Gallows Road  
Suite 1000  
Vienna, VA 22182  
Attention: Dolly Oberoi

**Service Area.**

All Government locations within the scope of the contract.

**Payment Address.**

C<sup>2</sup> Technologies, Inc.  
1921 Gallows Road  
Suite 1000  
Vienna, VA 22182  
Attention: Betty Coke

Government Commercial Credit Cards will be acceptable for payment. In addition, bank account information for wire transfer payments will be shown on the invoice.

Listed below are the telephone number(s) that may be used by ordering agencies to obtain technical and/or ordering assistance.

**Ordering Assistance**

Webster Sewell, Esq.  
C<sup>2</sup> Technologies, Inc.  
Telephone: 703-448-7935  
Fax: 703-748-2775

**Technical Assistance**

Dolly Oberoi, CEO  
C<sup>2</sup> Technologies, Inc.  
Telephone: 703-448-7900  
Fax: 703-748-2775

3. **Liability for Injury or Damage.** The Contractor shall not be liable for any injury to Government personnel or damage to government property arising from the use of equipment maintained by the Contractor, unless such injury or damage is due to the fault or negligence of the Contractor.
4. **Statistical Data for Government Ordering Office Completion of Standard Form 279.**  
Block 9: G. Order/Modification Under Federal Schedule  
Block 16: Data Universal Numbering System (DUNS): 80-702-1241  
Block 30: Type of Contractor: C. Large Business

Block 31: Woman-Owned Small Business: No.

Block 36: Contractor's Taxpayer Identification Number (TIN): 52-176-5305

4a. **CAGE Code:** 09UJ3

4b. C<sup>2</sup> Technologies, Inc., is registered in the Central Contractor Registration (CCR) Database.

5. **FOB Destination.** N/A

6. **Commercial Delivery Schedule (Multiple Award Schedules)**

- 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. Offerors shall insert in the "time of Delivery (days ARO)" column in the Schedule of Items a definite number of calendar days within which delivery will be made. In no case shall the offered delivery time exceed the Contractor's normal commercial practice.

<b>ITEMS OR GROUPS OF ITEMS (Special Item Number [SIN] or Nomenclature)</b>	<b>DELIVERY TIME (DAYS ARO)</b>
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Delivery will be within 90 days of delivery order receipt unless otherwise agreed upon.

- b. **Expedited Delivery Times.** For those items that can be delivered quicker than the delivery times in paragraph (a), above, the offeror is requested to insert below, a time (hours/days ARO) that delivery can be made when **expedited delivery** is requested.

<b>ITEMS OR GROUPS OF ITEMS (SIN or Nomenclature)</b>	<b>EXPEDITED DELIVERY TIME (HOURS/DAYS ARO)</b>
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N/A

- c. **Overnight and 2-Day Delivery Times.** Schedule customers may require overnight or 2-day delivery. The offeror is requested to annotate in its price list or by separate attachment the items that can be delivered overnight or within 2 days. Contractors offering such delivery service will be required to state in the FSS price list details concerning this service. **SEE ABOVE**

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

7. **Discounts:**

- a. Prompt Payment: None; Net 30 ARO  
b. Quantity: None  
c. Dollar Volume: None

- d. Government Educational Institutions: Government Educational Institutions are offered the same discounts as all other Government customers.
- 8. **Trade Agreement Act of 1979 as amended.** All items are U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products or Mexican end products as defined in the Trade Agreements Act of 1979 as amended.
- 9. **Statement Concerning Availability of Export Packing.** Export packing is available at extra cost outside the scope of this contract. N/A
- 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 132-51 – Information Technology Professional Services

The maximum dollar value per order will be \$500,000 for all Information Technology Professional Services.

- 12. **Ordering Procedures.**
  - a. Procedures for IT Professional Services priced on GSA Schedule at hourly rates.
    - (1) FAR 8.402 contemplates that GSA may occasionally find it necessary to establish special ordering procedures for individual Federal Supply Schedules or for some Special Item Numbers (SINs) within a Schedule. GSA has established special ordering procedures for IT professional services (SIN 132-51) that are priced on schedule at hourly rates. These special ordering procedures which are outlined herein take precedence over the procedures in FAR 8.404.
    - (2) The GSA has determined that the rates for IT professional services contained in this price list are fair and reasonable. However, the ordering office using this contract is responsible for considering the level of effort and mix of labor proposed to perform a specific task being ordered and for making a determination that the total firm-fixed price or ceiling price is fair and reasonable.
- 13. **Federal Information Technology/Telecommunications Standards Requirements.** Federal departments and agencies acquiring products from this Schedule must comply with the provisions of the Federal Standards Program, as appropriate (reference: National Institute of Standards and Technology [NIST] Federal Standards Index). Inquiries to determine whether or not specific products listed herein comply with Federal Information Processing Standards (FIPS) or Federal Telecommunication Standards (FED-STDS), which are cited by ordering offices, shall be responded to promptly by the Contractor.
  - 13.1 **Federal Information Processing Standards Publications (FIPS PUBS).** Information Technology (IT) 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, NIST, pursuant to the National Security Act. Information concerning their availability and applicability should be obtained from the National Technology 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 at (703) 487-4650.

- 13.2 **Federal Telecommunications Standards (FED-STDS).** Telecommunication products under this Schedule that do not conform to FED-STDS should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." FED STDS are issued by the U.S. Department of Commerce, NIST, pursuant to the National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Supply Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20047, 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.

NOTE: Refer to FAR Part 31.205-46 Travel Costs, for allowable costs that pertain to official company business travel in regards to this contract.

(c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.

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

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

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

- (g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.
- (h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.
- (i) Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.
- (j) Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.

- 15. **Contract Administration for Ordering Offices.** Any ordering office, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under the provisions of FAR 52.212-4, paragraphs (1) Termination for the Government's convenience, and (m) Termination for Cause (See C.1.)
- 16. **GSA Advantage! (replaces the OSS ITS On-Line Schedule System).** The *GSA Advantage!* is an on-line, interactive electronic information and ordering system that provides on-line access to vendors' schedule price lists with ordering information, terms and conditions, and up-to-date pricing that aid Schedule users in acquisitions. *GSA Advantage!* allows the user to:
  - a. Search by Vendor's Name or Contract Number to view or download the vendor's complete GSA-approved price list with terms, conditions, and up-to-date pricing.
  - b. Perform various searches across all contracts including, but not limited to:
    - (1) Manufacturer;
    - (2) Manufacturer's Part Number; and
    - (3) Product Category(ies).

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

## 17. Purchase of Market Items

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

N/A

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

### **20. Blanket Purchase Agreement (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 IFF for all products and services provided under its individual contract.

## **22. Installation, Deinstallation , Reinstallation**

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

The EIT standard can be found at: [www.Section508.gov/](http://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 an ordering activity, shall follow the terms of the applicable schedule and authorization and include with each order –

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

(b) The following statement:

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

**25. 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 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 for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
- d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is

performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

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

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

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

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

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

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

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

## **6. INSPECTION OF SERVICES**

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 ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

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

## **11. INVOICES**

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

## **12. PAYMENTS**

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (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.

**13. RESUMES**

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

**14. INCIDENTAL SUPPORT COSTS**

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

**15. APPROVAL OF SUBCONTRACTS**

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

# C<sup>2</sup> Technologies, Inc.

## Services

### Skill Category Descriptions

#### SENIOR TECHNICAL EXPERT

1. **Scope.** Is a senior executive staff member reporting to the President of the corporation.
  - The Senior Technical Expert participates in all aspects of the company's operational policies, objectives, and initiatives. Responsible for the attainment of short and long-term corporate goals. Demonstrates expertise in a variety of the company's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Works extensively with managers and directors to provide leadership and direction for all business activities.
  - Participates in new business development, strategic planning, and other marketing efforts and develops annual strategic and business plans.
  - Keeps the President and CEO informed about business activities, potential problems, Assists the President and CEO to shape and develop company strategy and organization Encourages directors/managers to evaluate and take actions that are consistent with the Company's overall strategy which will lead to high performance.
2. **Requirements.** A Bachelor's degree in Computer Science, Mathematics, Statistics, Engineering, or Information Systems and 10-12 years experience as a Senior Manager or a Masters Degree in Business, Law or Finance and 7-10 years experience as a Senior Manager.

## **PROGRAM MANAGER**

1. **Scope.** Acts as the overall lead, manager, and administrator for the contract effort:
  - Serves as the primary interface and point of contact with Government program authorities and representatives on technical and program/project issues.
  - Supervises program/project operations by developing procedures; planning and directing execution of the technical, programming, maintenance, and administrative support effort; and monitoring and reporting progress.
  - Manages acquisition and employment of program/project resources.
  - Manages and controls financial and administrative aspects of the program/project with respect to contract requirements.
  
2. **Requirements.** Master's degree in Computer Science, Mathematics, Engineering, Statistics, or Business Administration from an accredited college or university and 8 years of management and supervisory experience including performance in each of the foregoing functions with respect to technical programs/projects OR a Bachelor's degree in Computer Science, Mathematics, Statistics, Engineering, Operations Research, or Business Management from an accredited college or university and 12 years of management and supervisory experience including performance in each of the foregoing functions with respect to technical programs/projects.

## **SENIOR PROJECT MANAGER**

1. **Scope.** Acts as the overall system engineer, technical manager, and administrator for one or more delivery orders:
  - Serves as the primary interface and point of contact with the Government program authorities and representatives on technical program/project issues.
  - Supervises program/project operations by developing systems engineering and management procedures, planning and directing execution of the engineering and technical effort, and monitoring and reporting progress.
  - Manages acquisition and employment of the program/project resources.
  - Manages and controls financial and administrative aspects of the program/project with respect to delivery order requirements.
  
2. **Requirements.** A Bachelor's degree in Engineering, Computer Science, Math, Physics, or Information Systems and 10 years of experience performing the foregoing system engineering functions.
  
3. **Specialized Experience:**
  - a. At least 7 years of the foregoing total experience must have consisted of management and supervisory experience including performance of the foregoing functions with respect to engineering program/projects; and
  - b. At least 2 years of the foregoing total experience must have been as a team leader investigating large and complex problems, and making sound recommendations relevant to computing, quality control, analysis, and testing systems.



## PROJECT MANAGER

1. **Scope.** Acts as the overall system engineer, technical manager, and administrator for one or more delivery orders:
  - Serves as the primary interface and point of contact with the Government program authorities and representatives on technical program/project issues.
  - Supervises program/project operations by developing systems engineering and management procedures, planning and directing execution of the engineering and technical effort, and monitoring and reporting progress.
  - Manages acquisition and employment of the program/project resources.
  - Manages and controls financial and administrative aspects of the program/project with respect to delivery order requirements.
2. **Requirements.** A Bachelor's degree in Engineering, Computer Science, Math, Physics, or Information Systems and 8 years of experience performing the foregoing system engineering functions.
3. **Specialized Experience:**
  - a. At least 5 years of the foregoing total experience must have consisted of management and supervisory experience including performance of the foregoing functions with respect to engineering program/projects; and
  - b. At least 2 years of the foregoing total experience must have been as a team leader investigating large and complex problems, and making sound recommendations relevant to computing, quality control, analysis, and testing systems.

## SENIOR COMPUTER SCIENTIST

1. **Scope.** Applies knowledge of computer science concepts and techniques to develop and apply automated solutions to engineering, scientific, or business data acquisition and management problems:
  - Uses scientific and engineering logic to independently identify conceptual or theoretical solutions to problems of computer hardware or software design and operation.
  - Develops alternative approaches to design, test, and evaluation techniques for solving automation problems, and evaluates and recommends that which will provide the optimum solution, balancing specific project needs with economic constraints.
  - Uses micro, mini, and mainframe computer systems in addressing project objectives.
  - Formulates architectural design, functional specification, interfaces, and documentation of computer systems considering system interrelationships, operating modes, and equipment configurations.
  - Is responsible for developing project plans, justifications, guidelines, and controls.
2. **Requirements.** A Bachelor's degree in Computer Science, Mathematics, Statistics, or Engineering, from an accredited college or university and 8 years of experience performing the foregoing functions.

## COMPUTER SCIENTIST

1. **Scope.** Applies knowledge of computer science concepts and techniques to develop and apply automated solutions to engineering, scientific, or business data acquisition and management problems:
  - Uses scientific and engineering logic to independently identify conceptual or theoretical solutions to problems of computer hardware or software design and operation.
  - Develops alternative approaches to design, testing, and evaluation techniques for solving automation problems, and evaluates and recommends that which will provide the optimum solution, balancing specific project needs with economic constraints.
  - Uses micro, mini, and mainframe computer systems in addressing project objectives.
  - Formulates architectural design, functional specification, interfaces, and documentation of computer systems considering system interrelationships, operating modes, and equipment configurations.
  - Is responsible for segments or phases of broader more complex projects.
2. **Requirements.** A Bachelor's degree in Computer Science, Mathematics, Statistics, Engineering, or Information Systems from an accredited college or university and 6 years of experience performing the foregoing functions.

## JUNIOR COMPUTER SCIENTIST

1. **Scope.** Applies knowledge of computer science concepts and techniques to develop and apply automated solutions to engineering, scientific, or business data acquisition and management problems:
  - Uses scientific and engineering logic to independently identify conceptual or theoretical solutions to problems of computer hardware or software design and operation.
  - Develops alternative approaches to design, testing, and evaluation techniques for solving automation problems, and evaluates and recommends that which will provide the optimum solution, balancing specific project needs with economic constraints.
  - Uses micro, mini, and mainframe computer systems in addressing project objectives.
  - Formulates architectural design, functional specification, interfaces, and documentation of computer systems considering system interrelationships, operating modes, and equipment configurations.
  - Is responsible for segments or phases of broader more complex projects.
2. **Requirements.** A Bachelor's degree in Computer Science, Mathematics, Statistics, Engineering, or Information Systems from an accredited college or university and 4 years of experience performing the foregoing functions.

## SENIOR DATABASE ADMINISTRATOR

1. **Scope.** Applies knowledge of computer science concepts and techniques in the design, development, installation, maintenance, and management of relational databases to satisfy engineering, scientific, or business data acquisition and management:

- Develops and maintains necessary public synonyms, database links, and user access controls.
  - Provides database tuning and monitoring to ensure effective and efficient data access to include comparison of performance ratios; tuning of memory configuration, disk I/O, application software; design and maintenance of the physical layout of the databases; and calculation of disk space requirements for database tables and indexes.
  - Is responsible for developing project plans, justifications, guidelines, and controls.
2. **Requirements.** A Bachelor's degree in Computer Science, Mathematics, Statistics, or Engineering from an accredited college or university and 8 years of experience performing the foregoing functions.
  3. **Specialized Experience.** At least 4 years of the foregoing total experience must have been in programming database systems.

## **DATABASE ADMINISTRATOR**

1. **Scope.** Applies knowledge of computer science concepts and techniques in the design, development, installation, maintenance, and management of relational databases to satisfy engineering, scientific, or business data acquisition and management:
  - Develops and maintains necessary public synonyms, database links, and user access controls.
  - Provides database tuning and monitoring to ensure effective and efficient data access to include comparison of performance ratios; tuning of memory configuration, disk I/O, and application software; design and maintenance of the physical layout of the databases; and calculation of disk space requirements for database tables and indexes.
  - Is responsible for segments or phases of broader, more complex projects.
2. **Requirements.** A Bachelor's degree in Computer Science, Mathematics, Statistics, or Engineering from an accredited college or university and 4 years of experience performing the foregoing functions.
3. **Specialized Experience.** At least 4 years of the foregoing total experience must have been in programming database systems.

## **JUNIOR DATABASE ADMINISTRATOR**

1. **Scope.** Applies knowledge of computer science concepts and techniques in the design, development, installation, and maintenance of relational databases to satisfy engineering, scientific, or business data acquisition and management:
  - Develops and maintains necessary public synonyms, database links, and user access controls.
  - Provides database tuning and monitoring to ensure effective and efficient data access to include comparison of performance ratios; tuning of memory, configuration, disk I/O, and application software; design and maintenance of the physical layout of the databases and calculation of disk space requirements for database tables and indexes.

2. **Requirements.** A Bachelor's degree in Computer Science, Mathematics, Statistics, or Engineering from an accredited college or university and 2 years of experience performing the foregoing functions, including programming database systems.

### **SENIOR COMPUTER SPECIALIST/PROGRAMMER**

1. **Scope.** Applies knowledge of computer science principles, information management principles, data processing functions, IT hardware and software systems structures and operations, and computer programming languages and techniques to solve automation problems:
  - Addresses scientific, engineering, or business objectives by writing, modifying, or adapting computer programs in machine level, assembly, and third or fourth generation programming languages.
  - Uses minicomputer and mainframe computer systems in addressing project objectives.
  - Uses standard, unconventional, and original mathematical, algorithmic, and programmatic approaches to define, plan, organize, design, develop, modify, test, and integrate database or data processing systems, computer hardware systems, and simulation models.
  - Formulates architectural design, functional specification, interfaces, and documentation of hardware or software systems considering system interrelationships, operating modes, and software or equipment configurations.
  - Researches unconventional applications of software and operating systems in designing and developing new methodologies, signification modifications, or adaptations of standardized techniques.
  - Is responsible for developing project plans, guidelines, and controls.
2. **Requirements.** A Bachelor's degree in Computer Science, Information Systems, Mathematics, Operations Research, Statistics, Engineering, or a related field from an accredited college or university and 6 years of experience performing the foregoing functions OR a high school diploma and 10 years of experience performing the foregoing functions.
3. **Specialized Experience.** At least 4 years of the foregoing total experience must have been in programming.

### **COMPUTER SPECIALIST/PROGRAMMER**

1. **Scope.** Applies knowledge of computer science principles, information management principles, data processing functions, IT hardware and software systems structures and operations, and computer programming languages and techniques to solve automation problems:
  - Applies scientific, engineering, or business objectives by writing, modifying, or adapting computer programs in machine level, assembly, and third or fourth generation programming languages.
  - Uses minicomputer and mainframe computer systems in addressing project objectives.
  - Uses standard or conventional approaches to define, plan, organize, design, develop, modify, test and integrate database or data processing systems, computer hardware systems, and simulation models.

- Assists in formulating architectural design, functional specification, interfaces and documentation of hardware or software systems.
  - Uses detailed specifications and adapts standardized techniques, methods, criteria, and precedents to develop or modify portions of a system or program.
  - Responsible for segments or phases of broader, more complex projects.
2. **Requirements.** A Bachelor's degree in Computer Science, Information Systems, Mathematics, Operations Research, Statistics, Engineering, or a related field from an accredited college or university and 3 years of experience performing the foregoing functions OR a high school diploma and 6 years of experience performing the foregoing functions.
  3. **Specialized Experience.** At least 2 years of the foregoing experience must have been in programming.

### **JUNIOR COMPUTER SPECIALIST/PROGRAMMER**

1. **Scope.** Applies knowledge of computer science principles, information management principles, data processing functions, IT hardware and software systems structures and operations, and computer programming languages and techniques to solve automation problems:
  - Applies scientific, engineering, or business objectives by writing, modifying, or adapting computer programs in machine level, assembly, and third or fourth generation programming languages.
  - Uses microcomputer and mainframe computer systems in addressing project objectives.
  - Uses standard or conventional approaches to define, plan, organize, design, develop, modify, test, and integrate database or data processing systems, computer hardware systems, and simulation models.
  - Assists in formulating architectural design, functional specification, interfaces, and documentation of hardware or software systems.
  - Uses detailed specifications and adapts standardized techniques, methods, criteria, and precedents to develop or modify portions of a system or program.
2. **Requirements.** A Bachelor's degree in Computer Science, Information Systems, Mathematics, Operations Research, Statistics, Engineering, or a related field from an accredited college or university OR a high school diploma and 2 years of experience performing the foregoing functions.

### **SENIOR SYSTEMS ANALYST**

1. **Scope.** Applies logical analyses or test and evaluation on all programs within the contractual scope:
  - Performs comprehensive analyses of hardware/software concepts, designs, and test requirements.
  - Reviews, analyzes, integrates, and conducts test and evaluation of Contractor, or Government-generated source data and develops interim documentation.
  - Performs system concept formulation, system design analysis, and subsystems design analysis.
  - Develops project plans, guidelines, and controls.

2. **Requirements.** A Bachelor's degree in Computer Science, Information Systems, Mathematics, Operations Research, Statistics, Engineering, or a related field from an accredited college or university and 6 years of experience performing the foregoing functions OR a high school diploma and 10 years of experience performing the foregoing functions.

## SYSTEMS ANALYST

1. **Scope.** Applies logical analyses or test and evaluation on all programs within the contractual scope:
  - Performs comprehensive analyses of hardware/software concepts, designs, and test requirements.
  - Reviews, analyzes, integrates, and conducts test and evaluation of Contractor or Government-generated source data and develops interim documentation.
  - Performs system concept formulation, system design analysis, and subsystems design analysis.
  - Is responsible for segments or phases of broader, more complex projects.
2. **Requirements.** A Bachelor's degree in Computer Science, Information Systems, Mathematics, Operations Research, Statistics, Engineering, or a related field from an accredited college or university and 4 years of experience performing the foregoing functions OR a high school diploma and 8 years of experience performing the foregoing functions.

## JUNIOR SYSTEMS ANALYST

1. **Scope.** Applies logical analyses or test and evaluation on all programs within the contractual scope:
  - Performs comprehensive analyses of hardware/software concepts, designs, and test requirements.
  - Reviews, analyzes, integrates, and conducts test and evaluation of Contractor or Government-generated source data and develops interim documentation.
  - Performs system concept formulation, system design analysis, and subsystems design analysis.
2. **Requirements.** A Bachelor's degree in Computer Science, Information Systems, Mathematics, Operations Research, Statistics, Engineering, or related field from an accredited college or university OR a high school diploma and 4 years of experience performing the foregoing functions.

## SENIOR SYSTEMS ENGINEER

1. **Scope.** Applies systems engineering principles to investigate, analyze, plan, design, develop, implement, test, or evaluate automated systems; reviews and prepares systems engineering and technical analyses, reports, change proposals, and other technical documentation:
  - Applies systems engineering experience to perform functions such as system integration, configuration management, quality assurance testing, or acquisition and resource management.
  - Analyzes, designs, develops, implements, tests, or evaluates automated data processing software related to engineering or functional requirements of automated systems, associated support systems, or management information systems.
2. **Requirements.** A Bachelor's degree in Engineering, Computer Science, Math, or Physics and 8 years of experience performing the foregoing systems engineering functions.

## SYSTEMS ENGINEER

1. **Scope.** Applies systems engineering principles to investigate, analyze, plan, design, develop, implement, test, or evaluate automated systems: reviews and prepares systems engineering and technical analyses, reports, change proposals, and other technical documentation:
  - Applies systems engineering experience to perform functions such as system integration, configuration management, quality assurance testing, or acquisition and resource management.
  - Analyzes, designs, develops, implements, tests, or evaluates automated data processing software related to engineering or functional requirements of automated systems, associated support systems, or management information systems.
2. **Requirements.** A Bachelor's degree in Engineering, Computer Science, Math, or Physics and 4 years of experience performing the foregoing systems engineering functions.

## SENIOR TECHNICAL WRITER/EDITOR

1. **Scope.** Develops, drafts, revises, and edits reports, articles, manuals, specifications, presentation materials, and other technical documents, using rough outlines and materials:
  - Interprets information obtained through research and provided by technical specialists.
  - Applies knowledge of documentation content and format standards to prepare, edit, and publish technical materials.
2. **Requirements.** A Bachelor's degree and at least 6 years of experience performing the foregoing technical writing/editing functions.

## TECHNICAL WRITER/EDITOR

1. **Scope.** Develops, drafts, revises, and edits reports, articles, manuals, specifications, presentation materials, and other technical documents, using rough outlines and materials:
  - Interprets information obtained through research and provided by technical specialists.
  - Applies knowledge of documentation content and format standards to prepare, edit, and publish technical materials.
2. **Requirements.** At least 2 years of experience performing the foregoing technical writing/editing functions.

## SENIOR ENGINEER

1. **Scope.** Applies engineering principles to investigate, analyze, plan, design, develop, implement, test, or evaluate computer and telecommunications systems:
  - Reviews and prepares engineering and technical analysis reports, change proposals, and other technical documentation.
  - Applies engineering principles to perform functions such as computer system architecture design, computer system integration, computer and telecommunications configuration management, and quality assurance testing.

- Analyzes, designs, develops, implements, and tests automated data processing software related to engineering or functional requirements of computer and telecommunications systems and associated support systems.
  - Is responsible for developing project plans, justifications, guidelines, and controls.
2. **Requirements.** A Bachelor's degree in Electrical Engineering, Computer Engineering, or a related engineering discipline from an accredited college or university and 6 years of engineering experience performing the foregoing functions.

## ENGINEER

1. **Scope.** Applies engineering principles to investigate, analyze, plan, design, develop, implement, test, or evaluate computer and telecommunications systems:
- Reviews and prepares engineering and technical analysis reports, change proposals, and other technical documentation.
  - Applies engineering principles to perform functions such as computer system architecture design, computer system integration, computer and telecommunications configuration management, and quality assurance testing.
  - Analyzes, designs, develops, implements, and tests automated data processing software related to engineering or functional requirements of computer and telecommunications systems and associated support systems.
  - Is responsible for segments or phases of broader, more complex projects.
2. **Requirements.** A Bachelor's degree in Electrical Engineering, Computer Engineering, or a related engineering discipline from an accredited college or university and 3 years of engineering experience performing the foregoing functions.

## JUNIOR ENGINEER

1. **Scope.** Applies engineering principles to investigate, analyze, plan, design, develop, implement, test, or evaluate computer and telecommunications systems:
- Reviews and prepares engineering and technical analysis reports, change proposals, and other technical documentation.
  - Applies engineering principles to perform functions such as computer system architecture design, computer system integration, computer and telecommunications configuration management, and quality assurance testing.
  - Analyzes, designs, develops, implements, and tests automated data processing software related to engineering or functional requirements of computer and telecommunications systems and associated support systems.
  - Is responsible for segments or phases of broader, more complex projects.
2. **Requirements.** A Bachelor's degree in Electrical Engineering, Computer Engineering, or a related engineering discipline from an accredited college or university and 1 year of engineering experience performing the foregoing functions.



## COMPUTER APPLICATIONS SPECIALIST

1. **Scope.** Applies knowledge of IT functions, hardware and software systems operation, computer programming languages and techniques, and software applications products to produce technical or management information products:
  - Uses standard database, spreadsheet, or document-producing software application programs on microcomputer, minicomputer, or mainframe computer systems; designs and formats databases and input screens.
  - Searches, queries, or compiles data, creating reports or other documents to meet user requirements.
  - Writes and debugs flowcharts, code, programs, or routines in fourth generation languages. Maintains and manages databases, files, and backups.
  - Operates computer terminals, printers, plotters, and other peripheral hardware, entering commands and data required to control their operation.
  - Prepares software change requests and trouble reports.
  - May prepare user manuals and advise or train users on new software system operations.
2. **Requirements.** A high school diploma and 1 year of experience performing the foregoing functions.

## SENIOR GRAPHICS SPECIALIST

1. **Scope.** Prepares formal technical drawings, graphics, and illustrations in support of IT development, operations, and support functions. Examples include: Internet Web development, AIS presentation view graphs and slides, training aids and training media, flowcharts, and other related material.
2. **Requirements.** A Bachelor's degree and 6 years of experience in computer generated graphics, presentation preparation, formal drawings, and/or graphic-oriented IT support.

## GRAPHICS SPECIALIST

1. **Scope.** Prepares formal technical drawings, graphics, and illustrations in support of IT development, operations, and support functions. Examples include: Internet Web development, AIS presentation view graphs and slides, training aids and training media, flowcharts, and other related material.
2. **Requirements.** A high school diploma and 2 years of experience in computer generated graphics, presentation preparation, formal drawings, and/or graphic-oriented IT support.

## SENIOR NETWORK SPECIALIST

1. **Scope.** Provides general network design and support services:
  - Designs, evaluates, formulates the acquisition of, installs, and provides overall support for Local Area Networks (LANs) and Wide Area Networks (WANs). Performs project planning, cost analysis, and all aspects of large-scale projects.
  - Designs, tests, and implements large-scale LAN and WAN networks.

2. **Requirements.** A Bachelor's degree in Computer Science, Information Systems, Mathematics, Operations Research, Statistics, Engineering, or a related field from an accredited college or university and 6 years of experience performing the foregoing functions, OR a high school diploma and 10 years of experience performing the foregoing functions.

## NETWORK SPECIALIST

1. **Scope.** Provides general network design and support services:
  - Designs, evaluates, formulates the acquisition of, installs, and provides overall support for LANs and WANs. Performs project planning, cost analysis, and all aspects of large-scale projects.
  - Designs, tests and implements interface programs, develops security procedures, and regulates usage.
  - Performs planning, cost analysis, and all aspects of large-scale projects.
  - Designs, tests, and implements large-scale LAN and WAN network applications and troubleshoots problem areas.
  - Coordinates network policy, procedures, and standards. Assists training of users.
  - Designs, tests, and implements large scale LAN and WAN networks.
2. **Requirements.** A Bachelor's degree in Computer Science, Information Systems, Mathematics, Operations Research, Statistics, Engineering, or a related field from an accredited college or university and two years of experience performing the foregoing functions, OR a high school diploma and six years of experience performing the foregoing functions.

## JUNIOR NETWORK SPECIALIST

1. **Scope.** Provides general network design and support services:
  - Designs, evaluates, formulates the acquisition of, installs, and provides overall support for LANs and WANs. Performs project planning, cost analysis, and all aspects of large-scale projects.
  - Designs, tests and implements interface programs, develops security procedures, and regulates usage.
  - Performs planning, cost analysis, and all aspects of large-scale projects.
  - Designs, tests, and implements large-scale LAN and WAN network applications and troubleshoots problem areas.
  - Coordinates network policy, procedures, and standards. Assists training of users.
  - Designs, tests, and implements large scale LAN and WAN networks.
2. **Requirements.** A Bachelor's degree in Computer Science, Information Systems, Mathematics, Statistics, Engineering, or a related field from an accredited college or university and one years of experience performing the foregoing functions, OR a high school diploma and three years of experience performing the foregoing functions.

## PROJECT ANALYST

1. **Scope.** Analyzes project requirements in the areas of business management, financial management, program scheduling, critical path analyses, support requirements, and performs other related analyst/management activities required for successful completion of the task. Conducts impact studies, cost/benefit analyses, dependency models, and project tracking methodologies to ensure the success and efficiency of the project.
2. **Requirements.** A Bachelor's degree and 2 years of experience performing the foregoing functions OR a high school diploma and 8 years of experience performing the foregoing functions.

## PROJECT ADMINISTRATOR

1. **Scope.** Analyzes project requirements in the areas of business management, financial management, program scheduling, critical path analyses, support requirements, and performs other related analyst/management activities required for successful completion of the task. Conducts impact studies, cost/benefit analyses, dependency models, and project tracking methodologies to ensure the success and efficiency of the project.
2. **Requirements.** A Bachelor's degree OR a high school diploma and 2 years of experience performing the foregoing functions.

## SENIOR QUALITY ASSURANCE SPECIALIST

1. **Scope.** Technical responsibility for project development with responsibilities including:
  - Meet with system users to understand usage profiles and user needs.
  - Write test plans for small systems, including plans for integration testing, system testing, stress testing, acceptance testing, and regression testing.
  - Design strategies and write scripts for automated testing of small programs.
  - Write, execute, and analyze the results of test procedures.
  - Write test reports or problem reports indicating whether or not a test passed and, if necessary, give an analysis.
  - Participate in reviews at any point in the software life cycle.
  - For projects involving small systems, design and implement the software configuration management process and problem reporting system.
  - Help implement a metrics system, i.e., a system that gathers various metrics on software and performance; help write a report on the metrics for the project.
2. **Requirements.** Bachelor's degree or higher in Computer Science, Information Systems, or a related discipline plus 4 years of professional experience OR a Bachelor's degree or higher in an unrelated discipline plus 6 years of professional experience.

## QUALITY ASSURANCE SPECIALIST

1. **Scope.** Technical responsibility for project development with responsibilities including:
  - Meet with system users to understand usage profiles and user needs.
  - Write test plans for small systems, including plans for integration testing, system testing, stress testing, acceptance testing, and regression testing.
  - Design strategies and write scripts for automated testing of small programs.
  - Write, execute, and analyze the results of test procedures.
  - Write test reports or problem reports indicating whether or not a test passed and, if necessary, give an analysis.
  - Participate in reviews at any point in the software life cycle.
  - For projects involving small systems, design and implement the software configuration management process and problem reporting system.
  - Help implement a metrics system, i.e., a system that gathers various metrics on software and performance; help write a report on the metrics for the project.
2. **Requirements.** Bachelor's degree or higher in Computer Science, Information Systems, or a related discipline plus 2 years of professional experience OR a Bachelor's degree or higher in an unrelated discipline plus 3 years of professional experience OR 4 years of professional experience.

## SENIOR TRAINING SPECIALIST

1. **Scope.** Develops training plans for end users on how to use the various software applications via hands-on, classroom training as well as one-on-one sessions for end users requiring individual attention. This process focuses on the specific functionality of each application yet goes on to include the synergies between applications. The trainer also identifies any changes to the system that have arisen from end user recommendations during the training process and assures that they are incorporated into the system blueprint. Conducts large group and one-on-one training and coaching sessions to educate users.
2. **Requirements.** Bachelor's degree or certificate in Training, Adult Education, or a related discipline and 4 years of related experience.

## TRAINING SPECIALIST

1. **Scope.** Educates end users on how to use the various software applications via hands-on, classroom training as well as one-on-one sessions for end users requiring individual attention. This process focuses on the specific functionality of each application yet goes on to include the synergies between applications. The trainer also identifies any changes to the system that have arisen from end user recommendations during the training process and assures that they are incorporated into the system blueprint.
2. **Requirements.** Bachelor's degree or certificate in Training, Adult Education, or related discipline.

## HELP DESK SPECIALIST

1. **Scope.** Under limited supervision, provides end user support; resolves COTS and custom software, hardware, and network problems; operates and maintains a call tracking system; develops and publishes trend analyses.
2. **Requirements.** Bachelor's degree in Computer Science, Information Systems, or a related field. 2 years of experience providing Help Desk support to end users of COTS and custom software, hardware, and network systems. Requires knowledge of various COTS software, hardware, and network products.

## WEB DESIGNER

1. **Scope.** Is responsible for Web media development including graphics, Web pages, and links. Is experienced in: CGI, Perl, HTML, VRML, Java, Web Servers, Internet/Intranet Applications, Cold Fusion, EC/EDI, and firewalls. Interfaces with customers to determine design, development, and hosting preferences. Builds Web-based applications based on customer specifications.
2. **Requirements.** Bachelor's degree in Computer Science, Information Systems, Mathematics, or a related field and 3 years of experience in web page and/or multimedia design, development, implementation and maintenance OR 6 years of experience in lieu of a degree.

## SOFTWARE SPECIALIST

1. **Scope.** Has extensive knowledge of cognizant software applications with the ability to provide complete technical solutions. IT specialty areas may include but are not limited to: computer operations, IT systems management, telecommunications engineering, telecommunications systems design and development, IT user support, consultation, equipment installation and maintenance, software development, IT training and associated technical studies, hardware and software troubleshooting, testing, IT planning and analysis, and ADP and office automation support. Reviews and approves project and testing specifications.
2. **Requirements.** Bachelor's degree in Computer Science, Information Systems, or a related field and 4 years of experience OR 8 years of experience in lieu of a degree.

## SENIOR SOFTWARE DESIGNER

1. **Scope.** Performs software planning, analysis, design, and/or development. Has in-depth knowledge of software development life cycle and development methodologies. Works directly with customers to determine needs; develops plans, designs, and development schedules; coordinates systems development. Is an expert in the use of appropriate software development tools and techniques.
2. **Requirements.** Bachelor's degree in Computer Science, Information Systems, Mathematics, or a related field and 6 years of related experience OR 10 years of experience in lieu of a degree.

## **SOFTWARE DESIGNER**

1. **Scope.** Performs software planning, analysis, design, and/or development. Has in-depth knowledge of software development life cycle and development methodologies. Is highly skilled in appropriate development tools and techniques.
2. **Requirements.** Bachelor's degree in Computer Science, Information Systems, Mathematics, or a related field and 4 years of related experience OR 8 years of experience in lieu of a degree.

## **JUNIOR SOFTWARE DESIGNER**

1. **Scope.** Supports software planning, analysis, design, and/or development.
2. **Requirements.** Bachelor's degree in Computer Science, Information Systems, Mathematics, or a related field and 1 year of related experience OR 5 years of experience in lieu of a degree.

NOTE: Unless specifically stated, a Master's degree replaces the need for 2 years of experience. A Doctoral degree replaces the need for 4 years of experience.

## **ADMINISTRATIVE ASSISTANT**

1. **Scope.** Provides administrative/organizational support, including but not limited to phone operation, filing, data entry, etc., to program/project management or other staff as designated.
2. **Requirements.** High school diploma and one year of experience performing administrative support functions.

GENERAL SERVICES ADMINISTRATION (GSA)  
 INFORMATION TECHNOLOGY (IT) SCHEDULE 70  
 C2 TECHNOLOGIES, INC.

RATES

LABOR CATAGORIES	GSA Government Site Rate	C2 Site Rate
Program Manager	\$117.87	\$150.76
Project Manager	\$86.38	\$102.26
Senior Computer Scientist	\$100.45	\$128.48
Computer Scientist	\$61.02	\$78.03
Senior Database Administrator	\$80.70	\$103.21
Database Administrator	\$65.84	\$84.21
Junior Database Administrator	\$53.60	\$68.58
Senior Computer Specialist/Programmer	\$79.51	\$100.50
Computer Specialist/Programmer	\$65.84	\$84.21
Junior Computer Specialist/Programmer	\$44.59	\$57.04
Senior Systems Analyst	\$83.48	\$106.75
Systems Analyst	\$79.43	\$101.62
Junior Systems Analyst	\$54.36	\$69.54
Senior Systems Engineer	\$89.90	\$115.00
Systems Engineer	\$70.65	\$90.36
Technical Writer/Editor	\$36.70	\$46.93
Senior Engineer	\$81.35	\$104.05
Engineer	\$58.86	\$75.30
Computer Applications Specialist	\$50.17	\$80.97
Graphics Specialist	\$37.66	\$48.15
Senior Network Specialist	\$97.41	\$124.59
Network Specialist	\$66.29	\$84.88
Project Analyst	\$72.87	\$93.21
Project Administrator	\$50.78	\$64.95
Quality Assurance Specialist	\$38.63	\$49.45
Senior Training Specialist	\$61.28	\$78.42
Training Specialist	\$43.15	\$54.87
Help Desk Specialist	\$45.82	\$58.61
Web Designer	\$74.35	\$95.09
Software Specialist	\$55.53	\$71.02
Senior Software Designer	\$74.35	\$95.09
Software Designer	\$60.55	\$77.41
Junior Software Designer	\$44.00	\$56.27
Administrative Assistant	\$33.67	\$34.71