



**AUTHORIZED FEDERAL ACQUISITION SERVICE INFORMATION  
TECHNOLOGY SCHEDULE PRICELIST GENERAL PURPOSE  
COMMERCIAL INFORMATION TECHNOLOGY EQUIPMENT,  
SOFTWARE AND SERVICES; IT SCHEDULE 70 GENERAL SERVICES  
ADMINISTRATION FEDERAL SUPPLY SERVICE**

**SPECIAL ITEM NUMBER 132-51 - INFORMATION TECHNOLOGY PROFESSIONAL SERVICES**

**SIN 132-51 INFORMATION TECHNOLOGY PROFESSIONAL SERVICES**

|                 |   |
|-----------------|---|
| FPDS Class D302 | IT Systems Development Services                           |
| FPDS Class D306 | IT Systems Analysis Services                              |
| FPDS Class D307 | Automated Information Systems Design/Integration Services |
| FPDS Class D308 | Programming Services                                      |
| FPDS Class D308 | Millennium Conversion Services (Y2K)                      |
| FPDS Class D310 | IT Backup and Security Services                           |
| FPDS Class D311 | IT Data Conversion Services                               |
| FPDS Class D316 | IT Network Management Services                            |
| FPDS Class D399 | Other Information Technology Services, NEC                |

**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.



**National Technologies Associates, Inc. (NTA, Inc.)  
6601 Little River Turnpike, Suite 215  
Alexandria, VA 22312  
Phone: (703) 941-3695  
Fax: (703) 941-3698**

**Internet Address [www.nta-online.com](http://www.nta-online.com)**

**Contract Number: GS-35F-5778H**

**Period Covered by Contract: 29 June 2008 to 28 June 2013**

**Business Size: Large Business**

**Pricelist current through Refresh #21, Modification # PO0010, dated 27 June 2008**

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

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- Pricelist Incorporates Modification PO0001 for EPA and 4 new labor categories.
- Pricelist dated 29 March 2001 - Incorporates required new clauses or administrative changes
- Pricelist Dated 15 November 2002 incorporates an update to Terms and Conditions for Refresh #9 & #10, and the exercise of the First 5 Year Option Period.
- Pricelist Dated 7 August 2003 incorporates Modification’s PO-007 & PO-008 to incorporate the addition of 10 New Labor Categories; an Economic Price Adjustment for each year of Option Period #1 through 28 June 2008; and the Terms and Conditions for Amendment #11.
- Pricelist Dated 23 October 2003 incorporates an update to Terms and Conditions through GSA Modification’s #12 and IFF MOD #FX-03.
- Pricelist Dated 23 November 2005 incorporates Modification PA-0009; revised qualifications for degree requirements subject to approval of the ordering activity.
- Pricelist Dated 27 June 2008 incorporates Modification # PO0010 to exercise the Second 5 Year Option Period an update the Terms and Conditions through Refresh #21 and FX-51.

## INFORMATION FOR ORDERING OFFICES

### SPECIAL NOTICE TO AGENCIES Small Business Participation

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

For orders exceeding the 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!*<sup>TM</sup> on-line shopping service ([www.fss.gsa.gov](http://www.fss.gsa.gov)). The catalogs/pricelists, GSA *Advantage!*<sup>TM</sup> and the Federal Supply Service Home Page ([www.fss.gsa.gov](http://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.

**FSS SIN(s):**132-51

**Contract Number:** GS-35F-5778H

**Contract Period:** 29 June 2008 to 28 June 2013

**Contractor's Name:** National Technologies Associates, Inc. (NTA, Inc.)

**Contractor's Address:** 6601 Little River Turnpike, Suite 215  
Alexandria, VA 22312

**Phone Number:** (703) 941-3695

**Fax Number:** (703) 941-3698

#### 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 Address:** National Technologies Associates, Inc.  
6601 Little River Turnpike, Suite 215  
Alexandria, VA 22312  
Attention: Alex Abramidis  
Phone No.: (703) 941-3695  
Fax No.: (703) 941-3698

**Payment Address:** National Technologies Associates, Inc.  
6601 Little River Turnpike, Suite 215  
Alexandria, VA 22312  
Attention: Alex Abramidis

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 [ **X** ] **will** [ ] **will not** be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

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

**(703) 941-3695 - Ordering Assistance - Alex Abramidis or Sally Fecteau**  
**(301) 863-6512 - Technical Assistance - Ray Smith**  
**(703) 941-3698 - For Fax Ordering**

**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): 13-228-1031**

**Block 30: Type of Contractor: Large Business**

**Block 31: Woman-Owned Small Business: No**

**Block 36: Contractor's Taxpayer Identification Number (TIN): 54-1169829**

**4a. CAGE CODE: 8V131**

**4b. NTA, Inc. is registered with the Central Contractor Registration Database.**

**5. FOB: Destination**

**6. DELIVERY SCHEDULE**

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

**ITEMS OR GROUPS OF ITEMS**

(SIN or Nomenclature)

132-51

**DELIVERY TIME**

(DAYS ARO)

30 Days

(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 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 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:** 1% - 20 days from receipt of invoice or date of acceptance, whichever is later.

b. **Quantity:** None

c. **Dollar Volume:** Discount applies to total invoice amount

d. **Government Educational Institutions are offered the same discounts as all other Government customers.**

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 Available

10. **MINIMUM ORDER:** The minimum dollar value of orders to be issued is: \$500.00

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

a. The Maximum Order value for the following Special Item Numbers (SINs) is \$500,000:

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

**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 or 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 Supply Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202)619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301)975-2833.

**14. CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2001)**

- (a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.
- (b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. The Industrial Funding Fee does NOT apply to travel and per diem charges.
- (c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.
- (d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.

- (e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.
- (f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.
- (g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.
- (h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.
- (i) Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.
- (j) Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.

## **15. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES**

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

## **16. GSA Advantage!**

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

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

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

## **17. PURCHASE OF OPEN MARKET ITEMS**

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

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:

**Worldwide or Overseas locations are subject to negotiation, utilizing GSA schedule rates as base rates to negotiate a premium to compensate employees for entering "High Risk" duty areas or countries. All shipping, logistics and support issues will be negotiated with the Ordering Agency.**

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)**

Federal Acquisition Regulation (FAR) 13.303-1(a) defines Blanket Purchase Agreements (BPAs) as "...a simplified method of filling anticipated repetitive needs for supplies or services by establishing 'charge accounts' with qualified sources of supply." The use of Blanket Purchase Agreements under the Federal Supply Schedule Program is authorized in accordance with FAR 13.303-2(c)(3), which reads, in part, as follows:

"BPAs may be established with Federal Supply Schedule Contractors, if not inconsistent with the terms of the applicable schedule contract."

Federal Supply Schedule contracts contain BPA provisions to enable schedule users to maximize their administrative and purchasing savings. This feature permits schedule users to set up "accounts" with Schedule Contractors to fill recurring requirements. These accounts establish a period for the BPA and generally address issues such as the frequency of ordering and invoicing, authorized callers, discounts, delivery locations and times. Agencies may qualify for the best quantity/volume discounts available under the contract, based on the potential volume of business that may be generated through such an agreement, regardless of the size of the individual orders. In addition, agencies may be able to secure a discount higher than that available in the contract based on the aggregate volume of business possible under a BPA. Finally, Contractors may be open to a progressive type of discounting where the discount would increase once the sales accumulated under the BPA reach certain prescribed levels. Use of a BPA may be particularly useful with the new Maximum Order feature. See the Suggested Format, contained in this Schedule Pricelist, for customers to consider when using this purchasing tool.

**21. CONTRACTOR TEAM ARRANGEMENTS**

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74, Contractor’s Reports of Sales and 552.238-76, Industrial Funding Fee, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

**22. INSTALLATION, DEINSTALLATION, REINSTALLATION**

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall 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.nta-online.com](http://www.nta-online.com)

**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 (SIN) 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.

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

**See Labor Category Descriptions that Follow**

**NATIONAL TECHNOLOGIES ASSOCIATES, INC.**  
**LABOR CATEGORY DESCRIPTIONS**

**N001 - Program Manager (Level 2)**

**FUNCTIONAL RESPONSIBILITY:**

Performs day to day management of overall contract support activities. Plans program/project activities and complex task assignments involving engineering, technical, logistic, and system hardware and software issues. Coordinates and directs activities for multiple projects simultaneously. Directs project and technical support staff activities for systems, hardware and software issues, configuration control, testing or logistics disciplines. Develops project integration and system support plans and coordinates milestone activities for the program/project staff. Supervises and directs program personnel in the areas of requirements integration, configuration control management, training systems, and logistics management for weapons systems and related hardware and software support systems. Reviews project(s) ADP security assessment efforts. Coordinates and provides resources to conduct ADP security briefings and training. Reports all ADP security requirements and activities to corporate management. Supervises project staff and technical team leaders. Monitors and tracks contract requirements and deliverables and provides status to the customer and corporate staff. Provides onsite and offsite management activities for the project and corporate management staff, controlling costs and maximizing project personnel efficiency. Conducts planning and management review of all high-level AIS activities. Coordinates, manages and directs staff, and supports requirements for required software application systems planning, analysis, design, programming, implementation, and maintenance. Review and approve work and deliverables performed by contractor and subcontractor personnel.

**MINIMUM EXPERIENCE:**

Ten (10) years intensive and progressive management experience in scientific, engineering, ADP, telecommunications, financial or business systems, or weapons systems development, production, operations and project support. Minimum of six (6) years of this experience shall have been supervisory and managerial experience in aviation/ordnance or software systems research, development, acquisition, production and utilization.

**MINIMUM EDUCATION:**

(1) Bachelor of Arts or Bachelor of Science in an engineering, scientific, technical or business management discipline.

**Substitution:**

Experience (a) Eighteen (18) years intensive and progressive management experience in scientific, engineering, ADP, telecommunications, financial or business systems, or weapons systems development, production, operations and project support. Minimum of six (6) years of this experience shall have been supervisory and managerial experience in aviation/ordnance or software systems research, development, acquisition, production and utilization.

Education (b) Associates degree in an engineering, scientific, technical or business management discipline.

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**N002 - Program Manager (Level 1)**

**FUNCTIONAL RESPONSIBILITY:**

Provides program/project and staff support activities for systems, hardware and software issues, configuration control, testing or logistics disciplines. Develops program integration and system support plans and coordinates milestone activities for the program staff. Coordinates program deliverables, ensuring completeness, accuracy and validity of data and system status. Monitors and coordinates technical staff in analyzing technical information and system requirements to help achieve best technical solutions for systems, communications and COTS tools issues. Manages acquisition and employment of program/project resources. Provides expertise and guidance in resource management and allocation to support project tasking requirements. Monitors and reviews applicable program ADP security assessment efforts. Coordinates activities with team members to conduct ADP security briefings and training. Reports all ADP security requirements and activities to corporate management and implements staffing policies and procedures to meet both

corporate and customer requirements. Supervises program/project staff and provides financial, schedule, and progress reporting. Provides onsite and offsite management activities for the project and task leaders, and corporate management staff, controlling customer and corporate costs and maximizing project personnel efficiency. Coordination or team management of application development projects, services projects, maintenance or other technical projects, including experience in various life cycle activities.

**MINIMUM EXPERIENCE:**

Eight (8) years of progressive technical, management, and supervisory experience in ADP, scientific, technical, business management, engineering, or project task related field. Five (5) years of this total experience must have been on a major weapons, telecommunications/ADP, communications

**MINIMUM EDUCATION:**

(1) Bachelors degree in an ADP, scientific, technical, business management, engineering, or applicable field.

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**N003 - Project Manager**

**FUNCTIONAL RESPONSIBILITY:**

Coordinates project deliverables, ensuring completeness, accuracy and validity of data and system status. Supports technical coordination requirements, meetings and training issues for management, logistics, and systems configuration issues. Reviews project and ADP documentation for completeness. Develops, coordinates and briefs ADP Security Assessment Plans. Provides expertise and guidance in technical areas to support project tasking requirements. Supervises project staff and provides financial, schedule, and progress reporting. Provides onsite and offsite management activities for the project and corporate management staff, controlling costs and maximizing project personnel efficiency.

**MINIMUM EXPERIENCE:**

(1) (a) Six (6) years of recent project management experience must have been in senior level positions in a relevant technical project task or subject matter such as integrated logistics support, engineering, financial, communications or ADP systems. (b) Six (6) additional years of technical systems coordination, team management, or project development experience in relevant areas such as integrated logistics support, engineering, communications or ADP systems.  
(2) Substitution: (a) A Masters degree may be substituted for two years of experience.

**MINIMUM EDUCATION:**

(1) Bachelors degree from an accredited college or university.  
(2) Substitution: (a) Eight years of additional program management experience may be substituted for a Bachelors degree.

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**N004 - Systems Engineer (Level 2)**

**FUNCTIONAL RESPONSIBILITY:**

Conducts investigations, analyzes, plans, designs, develops, implements, tests, and evaluates weapons and associated support and software systems. Applies engineering expertise to perform functions such as systems integration, configuration management, quality assurance testing, or acquisition resource management. Analyzes, designs, develops, implements, tests, or evaluates automated data processing software related to engineering or functional requirements of weapons systems associated support systems or management information systems. Analyzes and prepares technical reports and documentation. Acts as engineering team leader or supervisor, as required, in developing engineering procedures and controls managing project efforts, and taking the lead in problem resolution.

**MINIMUM EXPERIENCE:**

Eight (8) years direct experience in an engineering related position solving engineering and technical problems.

Including: (a) Two (2) years direct management experience of an engineering technical staff, or complex technical systems project. (b) Three (3) years experience in an applicable major weapons systems, support systems, software or hardware systems disciplines.

**MINIMUM EDUCATION:**

Bachelors degree from an accredited college or university in an engineering discipline.

**N005 - Systems Engineer (Level 1)****FUNCTIONAL RESPONSIBILITY:**

Conducts investigations, analyzes, plans, designs, develops, implements, tests, and evaluates weapons and associated support and software systems. Applies engineering expertise to perform functions such as systems integration, configuration management, quality assurance testing, or acquisition resource management. Analyzes, designs, develops, implements, tests, or evaluates automated data processing software related to engineering or functional requirements of weapons systems associated support systems or management information systems. Analyzes and prepares technical reports and documentation. Acts as engineering team leader or supervisor, as required, in developing engineering procedures and controls managing project efforts, and taking the lead in problem resolution.

**MINIMUM EXPERIENCE:**

Five (5) years direct experience in an engineering related position solving engineering and technical problems.

Including: (a) Two (2) years experience in an applicable major weapons systems, support systems, software or hardware systems disciplines.

**MINIMUM EDUCATION:**

Bachelors degree from an accredited college or university in an engineering discipline.

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**N006 - Engineer (Level 2)****FUNCTIONAL RESPONSIBILITY:**

Analyzes, designs, develops, implements, tests and/or evaluates automated data processing software related to weapons systems, associated support systems, or management information systems. Coordinates and prepares engineering and technical analyses, reports, change proposals, and other technical documentation. Directs engineering support staff conducting systems requirements analyses, and provides design team input and workflow analysis for hardware and software engineering related tasks. Plans systems integration, configuration management, quality assurance testing or acquisition and resource management efforts. Acts as engineering team leader or supervisor, managing projects and leading technical problem resolution efforts.

**MINIMUM EXPERIENCE:**

Eight (8) years direct experience in an engineering related positions solving engineering and technical problems, in an applicable weapons, logistics, software, ADP systems/hardware discipline.

Including: Two(2) years of experience as the team leader or supervisor of engineering functions.

**MINIMUM EDUCATION:**

(1) Bachelors degree from an accredited college or university either in aeronautical, electronics, computer science, general engineering, or major field closely related to the subject matter.

(2) Substitution: (a) Fourteen years of additional experience in development, production, operation, and project support of weapons systems or relevant subject matter systems may be substituted for the required degree.

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**N007 - Engineer (Level 1)****FUNCTIONAL RESPONSIBILITY:**

Analyzes, designs, develops, implements, tests and/or evaluates automated data processing software related to weapons systems, associated support systems, or management information systems. Reviews and prepares engineering and technical analyses, reports, change proposals, and other technical documentation. Provides support for engineering staff conducting systems requirements analyses, and provides design team input and workflow analysis for hardware and

software engineering related tasks. Supports systems integration efforts, configuration management, quality assurance testing or acquisition and resource management.

**MINIMUM EXPERIENCE:**

Five (5) years direct experience in an engineering related positions solving engineering and technical problems, in an applicable weapons, logistics, software, ADP systems/hardware discipline.

Including: One (1) year of experience in development, test and evaluation of major systems.

**MINIMUM EDUCATION:**

(1) Bachelors degree from an accredited college or university either in aeronautical, electronics, computer science, general engineering, or major field closely related to the subject matter.

(2) Substitution: (a) Fourteen years of additional experience in development, production, operation, and project support of weapons systems or relevant subject matter systems may be substituted for the required degree.

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**N008 - Engineering Expert (Level 1)**

**FUNCTIONAL RESPONSIBILITY:**

Independently applies engineering principles in performing work requiring application of specialized knowledge to weapons systems, subsystems, ordnance equipment or software related applications. Reviews engineering and technical analyses, and makes recommendations based on subject matter knowledge and experience, to determine actual needs for hardware and/or software systems. Interfaces at all project levels, providing input to technical, engineering and management decisions in area of expertise. Performs engineering investigations, assessments, evaluations, review of system integration and conversion, technical support, and analysis for the project staff. Supports efforts related to new systems and technology concepts, design, and integration efforts. Analyzes the design, development, and support of associated computer systems.

**MINIMUM EXPERIENCE:**

Six (6) years or more of intensive and progressive engineering experience in the individual's field of study and specialization. Must have recent experience in functional and systems analysis of a subject matter closely related to the work to be performed.

Including: Four (4) years experience as team leader or supervisor performing related engineering functions.

**MINIMUM EDUCATION:**

Bachelors (or higher) degree from an accredited college or university in an engineering, mathematics, physics, or specific subject matter discipline.

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**N009 - Systems Analyst**

**FUNCTIONAL RESPONSIBILITY:**

Supports determination of training requirements integration, training systems development, acquisition, assessment, and weapon systems management. Analyzes configuration and system changes and documents impacts to system design. Processes supporting configuration documentation for these actions. Provides production and spare parts planning and tracking milestones, and monitors manufacture and delivery status. Conducts independent analysis of training and logistic systems support requirements for major weapons, training, and related software systems. Utilizes current COTS management and scheduling software packages in support of these systems projects. Supports current planning, programming, and budgeting processes for DoD systems procurement. Maintains a current level of expertise on training systems hardware technology and associated software applications.

**MINIMUM EXPERIENCE:**

Eight (8) years of experience in the development, acquisition, and support of training hardware, software, and/or systems.

**MINIMUM EDUCATION:**

- (1) Bachelors degree in computer science from an accredited college or university.
- (2) Substitution: (a) Fourteen years of additional experience in the development acquisition, and support of training equipment or relevant subject matter systems experience may be substituted for the required degree.

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**N010 - Program Analyst (Level 3)****FUNCTIONAL RESPONSIBILITY:**

Applies analytical principles and techniques to independently define weapon system/equipment ILS requirements. Prepares project deliverables, ensuring completeness, accuracy and validity of data and system status. Provides resource information and expertise to determine support requirements solutions for systems, equipment and COTS issues. Assists Program Manager by providing onsite and offsite resource support team management activities for the project. Independently analyzes and defines related support systems ILS requirements. Analyze logistics documentation and define resource support requirements. Assists with development of system support plans and coordinates milestone activities with Program Manager, for the project staff.

**MINIMUM EXPERIENCE:**

- (1) Twelve (12) years experience in resource requirement analysis.  
Including: (a) Five (5) years of leading as team leader in performance of analyses across the spectrum of ILS elements.  
(b) Four years experience in Level of Repair (LOR) maintenance planning, supportability analysis and/or operational analysis.
- (2) Substitution: (a) A Masters degree may be substituted for two years of experience.

**MINIMUM EDUCATION:**

- (1) Bachelors degree from an accredited college or university.
- (2) Substitution: (a) Eight (8) additional years of experience which is substantive and directly relevant to the technical area and the subject matter of the task may be substituted for the required Bachelors degree.

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**N011 - Program Analyst (Level 2)****FUNCTIONAL RESPONSIBILITY:**

Applies analytical principles and techniques to independently define weapon system/equipment ILS requirements. Prepares project deliverables, ensuring completeness, accuracy and validity of data and system status. Provides resource information and expertise to determine support requirements solutions for systems, equipment and COTS issues. Assists Program Manager by providing onsite and offsite resource support team management activities for the project. Independently analyzes and defines related support systems ILS requirements. Analyze logistics documentation and define resource support requirements.

**MINIMUM EXPERIENCE:**

- (1) Ten (10) years experience in resource requirement analysis.  
Including: (a) Four (4) years of leading as team leader in performance of analyses across the spectrum of ILS elements.  
(b) Four years experience in Level of Repair (LOR) maintenance planning, supportability analysis and/or operational analysis.
- (2) Substitution: (a) A Masters degree may be substituted for two years of experience.

**MINIMUM EDUCATION:**

- (1) Bachelors degree from an accredited college or university.
  - (2) Substitution: (a) Eight (8) additional years of experience which is substantive and directly relevant to the technical area and the subject matter of the task may be substituted for the required Bachelors degree.
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## **N012 - Program Analyst (Level 1)**

### **FUNCTIONAL RESPONSIBILITY:**

Applies analytical principles and techniques to independently define weapon system/equipment ILS requirements. Prepares project deliverables, ensuring completeness, accuracy and validity of data and system status. Provides resource information on support requirements for systems, equipment and COTS issues. Independently analyzes and defines related support systems ILS requirements. Analyze logistics documentation and define resource support requirements.

### **MINIMUM EXPERIENCE:**

- (1) Six (6) years experience in resource requirement analysis.  
Including: (a) Two (2) years experience in Level of Repair (LOR) maintenance planning, LSA, configuration management, supportability analysis and/or operational analysis.
- (2) Substitution: (a) A Masters degree may be substituted for two years of experience.

### **MINIMUM EDUCATION:**

- (1) Bachelors degree from an accredited college or university.
- (2) Substitution: (a) Eight (8) additional years of experience which is substantive and directly relevant to the technical area and the subject matter of the task may be substituted for the required Bachelors degree.

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## **N013 - Logistician (Level 2)**

### **FUNCTIONAL RESPONSIBILITY:**

Performs independent work to provide logistic and support system effectiveness analysis, studies and evaluations. Provides direction to the logistics management team and monitors progress of configuration changes and reports system configuration. Provides technical support for all ILS and Configuration Management support elements for systems, hardware and software projects. Develops systems, hardware, and software life cycle support plans and concepts, and monitors inventory and data management activities. Monitors systems operational deficiencies and coordinates hardware and software design changes. Prepares and processes Engineering Change Proposals, Configuration Management Plans, and screens provisioning and interim support data. Manages database design change configurations, monitors COTS tools configuration and support, and provides information resources management efforts for automated tracking systems. Leads logistics management staff, and coordinates and reviews all logistics systems deliverables and subcontractor logistic efforts.

### **MINIMUM EXPERIENCE:**

- (1) Twelve (12) years experience in logistic support/maintenance engineering.  
Including: (a) Four (4) years of leading as team leader in performance of analyses across the spectrum of ILS elements.  
(b) Four (4) years experience in any DOD logistics support experience. c) Four (4) years specific experience in logistics planning and support of system effectiveness analysis, studies and evaluations.
- (2) Substitution: (a) A Masters degree may be substituted for two years of experience.

### **MINIMUM EDUCATION:**

- (1) Bachelors degree from an accredited college or university.
  - (2) Substitution: (a) Eight (8) additional years of logistics management experience may be substituted for the required Bachelors degree.
  - (3) Designation as a Certified Professional Logistician (CPL) from the Society of Logistics Engineers (SOLE) plus eight years of experience in logistics support/maintenance engineering may be substituted for the Bachelors degree and required experience.
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## **N014 - Logistician (Level 1)**

### **FUNCTIONAL RESPONSIBILITY:**

Performs independent work to provide logistic and support system effectiveness analysis, studies and evaluations. Monitors progress of configuration changes and reports system configuration. Provides technical support for all ILS and Configuration Management support elements for systems, hardware and software projects. Develops systems, hardware, and software life cycle support plans and concepts, and monitors inventory and data management activities. Monitors and reports systems operational deficiencies and coordinates hardware and software design changes. Prepares and processes Engineering Change Proposals, Configuration Management Plans, and screens provisioning and interim support data. Analyzes database design change configurations, monitors COTS tools configuration and support, and provides information resources management efforts for automated tracking systems.

### **MINIMUM EXPERIENCE:**

- (1) Six (6) years experience in logistic support/maintenance engineering. Including: (a) Three (3) years experience in any logistics support experience. (b) Three (3) years specific experience in logistics planning and support of system effectiveness analysis, studies and evaluations. (c) Experience or education demonstrating ability to perform ILS studies, analysis and evaluations in support of ant DoD weapon systems/equipment.
- (2) Substitution: (a) A Masters degree may be substituted for two years of experience.

### **MINIMUM EDUCATION:**

- (1) Bachelors degree from an accredited college or university.
- (2) Substitution: (a) Eight (8) additional years of logistics management experience may be substituted for the required Bachelors degree.
- (3) Designation as a Certified Professional Logistician (CPL) from the Society of Logistics Engineers (SOLE) plus eight years of experience in logistics support/maintenance engineering may be substituted for the Bachelors degree and required experience.

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## **N015 - Chief Researcher**

### **FUNCTIONAL RESPONSIBILITY:**

Applies engineering principles to investigate, analyze, plan, design, implement, test, or evaluate modeling and simulation applications such as computerized decision support systems and architectures. Reviews and prepares engineering technical analyses, reports proposals, and other technical documentation as required. Analyzes and makes recommendations for system integration, configuration management, quality assurance, testing, systems acquisition, and resource management. Performs as program management technical assistant team leader and leads program management problem resolution.

Develops recommended program management procedures and controls, Plans of Action and Milestones (POA&M), Program Master Plans (PMP) and other documentation as required. Coordinates development and implementation of computerized decision support systems and architectures required as project management tools.

### **MINIMUM EXPERIENCE:**

- (1) Ten (10) years experience in Government Program Management and Program Advocacy. Including: (a) Six (6) years experience as a team leader or supervisor performing functions similar to the research and research management tasks.

### **MINIMUM EDUCATION:**

- (1) Bachelors degree in Engineering, Mathematics, or Science related discipline from an accredited college or university.
- (2) Substitution: (a) Minimum of sixty (60) credit (semester) hours undergraduate or post graduate study including twenty-four (24) semester hours of college level mathematics, of which twelve (12) are advanced mathematics with calculus prerequisite.

## **N016 - Management Analyst (Level 2)**

### **FUNCTIONAL RESPONSIBILITY:**

Advises senior management in areas of planning, policy development, work methods and procedures, manpower utilization, organizational structures and information management systems technologies. Study viability of management information system database tools, requirements, methods of implementation, and data gathering techniques. Analyzes and evaluates effectiveness of management controls and channels of communication. Investigates team member functions and assesses against theoretical models of organizations and work flow. Performs job evaluation and position classification analyses as related to management practices and controls.

### **MINIMUM EXPERIENCE:**

Eight (8) years experience in management, administration or directing an organizational segment and its work program. Experience to include management level responsibility for items such as planning, staffing, budgeting, work flow, project organization, manpower utilization, management team coordination and problem solving, position/job classification and evaluations. Emphasis in all above areas to have included improving management effectiveness vice technical problem solving.

### **MINIMUM EDUCATION:**

- (1) Bachelors degree in a business/management related discipline from an accredited college or university.
- (2) Substitution: (a) Associates degree in related discipline and Four (4) years of relevant experience may be substituted for the degree requirement; or (b) Eight (8) years of relevant experience may be substituted for the degree requirement.

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## **N017 - Management Analyst (Level 1)**

### **FUNCTIONAL RESPONSIBILITY:**

Analyzes management effectiveness in areas of planning, policy development, work methods and procedures, manpower utilization, organizational structures and information management systems technologies. Study viability of management information system database tools, requirements, methods of implementation, and data gathering techniques. Analyzes and evaluates effectiveness of management controls and channels of communication. Investigates team member functions and assesses against theoretical models of organizations and work flow. Performs job evaluation and position classification analyses as related to management practices and controls.

### **MINIMUM EXPERIENCE:**

Two (2) years experience gathering, analyzing and evaluating information related to the areas of planning, staffing, budgeting, work flow, project organization, manpower utilization, management team coordination and problem solving, position/job classification and evaluations. Emphasis in all above areas to have included improving management effectiveness vice technical problem solving.

### **MINIMUM EDUCATION:**

- (1) Bachelors degree in mathematics, statistics or a business or management related discipline such as business administration, accounting, economics, or management information technology from an accredited college or university.
- (2) Substitution: (a) Associates degree in related discipline and Four (4) years of relevant experience may be substituted for the degree requirement; or (b) Eight (8) years of relevant experience may be substituted for the degree requirement.

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## **N018 - Computer Scientist**

### **FUNCTIONAL RESPONSIBILITY:**

Develops automated solutions to engineering, scientific or business data acquisition and management problems, by applying computer science concepts and techniques, mathematics processes or statistical analyses. Analyzes and formulates architectural and functional specifications, interfaces, and data structures. Uses mathematical statistical, and scientific logic to identify conceptual or theoretical solutions to problems of automated data processing (ADP) hardware

and software system design and operation. Analyzes applications for ADP hardware, software and operating systems. Assists development of software conversion programs, and supports implementation. Assists evaluation of commercial tools, including ADP software packages. Assists installation and customization of ADP software security packages. Writes, modifies, and adapts computer programs in machine level, assembly, and third or fourth generation programming languages.

**MINIMUM EXPERIENCE:**

Three (3) years of experience in performing computer systems analysis, development, and/or implementation of ADP processes including the use of contemporary computer hardware and programming languages and other duties as listed in above responsibilities.

**MINIMUM EDUCATION:**

- (1) Bachelors degree in a related discipline with minimum of 15 equivalent semester hours of computer science and minimum of 15 equivalent semester hours of mathematics or statistics successfully completed from an accredited college or university.
- (2) Substitution: (a) Associates degree in related discipline with 6 semester hours of computer science and math or statistics, and four (4) years of relevant experience may be substituted for the degree requirement; or (b) Eight (8) years of relevant experience may be substituted for the degree requirement.

**N019 - Network Support Engineer**

**FUNCTIONAL RESPONSIBILITY:**

Applies sound engineering principles to analyze, plan, design, develop and implement data communications networks for routing data between multiple laboratory and engineering facilities that are widely dispersed. Provide detailed analyses of trade-off studies, routing path, network topology, equipment configurations and system architectures. Coordinate site surveys, establish system requirements and network specifications, and direct network installations. Prepares network design drawings and documentation, and tracks and documents configuration changes. Coordinate information systems professionals to ensure that all functional users properly implement network.

**MINIMUM EXPERIENCE:**

Eight (8) years engineering experience which includes project planning, execution and reporting. At least six (6) years of this experience shall include fiber optic network design, and use of object oriented network modeling and simulation programs.

**MINIMUM EDUCATION:**

Bachelors or higher degree in computer science, computer engineering, electrical engineering or related technical field; or certification (i.e. CNE, CNA,) from an accepted industry standard training program.

**N020 - Software Reuse Specialist**

**FUNCTIONAL RESPONSIBILITY:**

Applies knowledge of computer systems engineering techniques and advanced software development methodologies to the technical strategy and business planning of computer systems development projects. Implements and monitors systems development strategies which clearly define system functional requirements while also resulting in maximum productivity of software engineering resources applied to the project. Uses advanced software strategies including software reengineering to leverage the results of projects being conducted. Performs process engineering to define and perfect repeatable processes which are proven effective in achieving reuse/re-engineering. Researches activities in DoD and private industry which address reuse/re-engineering initiatives, and recommends methods to adopt beneficial attributes. May act as team or project leader, supervisor and advisor with respect to work of other computer professionals and developing project plans, guidelines and controls.

**MINIMUM EXPERIENCE:**

Six (6) years experience in advanced software engineering and development, including two (2) years as supervisor or team leader, and Two (2) years performing reuse specialist functions on a software reuse project.

**MINIMUM EDUCATION:**

Bachelors degree in computer science, information systems management, mathematics, operations research or engineering from an accredited college.

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**N021 - Computer Specialist (Level 3)****FUNCTIONAL RESPONSIBILITY:**

Independently applies knowledge of computer science principles, information management principles, automated data processing (ADP) functions, hardware and software systems structures and operation, 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. Interfaces with and uses minicomputer and mainframe computer system sirs in addressing project objectives. Independently identifies and uses standard, unconventional and original mathematical, algorithmic, and programmatic approaches to define, plan, organize, design, develop, modify, test, and integrate data base or data processing systems, computer hardware systems and simulation models. Formulates architectural design, functional specifications, 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, significant modifications or adaptations of standardized techniques. Responsible for developing project plans, guidelines, and controls. May act as team or project leader, supervising and advising with respect to the work of other computer specialists, scientists, or technicians, and subcontractors.

**MINIMUM EXPERIENCE:**

Eight (8) years experience performing foregoing functions including: Three (3) years as team leader or supervisor and Three (3) years shall have consisted of performing computer specialist functions with respect to: automated systems supporting the engineering development, testing, operation, or maintenance of aircraft weapon or hardware or software support systems.

**MINIMUM EDUCATION:**

A postgraduate degree in computer science, information systems management, mathematics, operations research, statistics, or engineering from an accredited college or university;

Substitution: In addition to the experience cited above; Eight (8) years of combined education (at the undergraduate level in any academic field) and experience performing the foregoing functions may be substituted for the degree requirement.

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**N022 - Computer Specialist (Level 2)****FUNCTIONAL RESPONSIBILITY:**

Independently applies knowledge of computer science principles, information management principles, automated data processing (ADP) functions, hardware and software systems structures and operation, 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. Interfaces with and uses minicomputer and mainframe computer system sirs in addressing project objectives. Independently identifies and uses standard, unconventional and original mathematical, algorithmic, and programmatic approaches to define, plan, organize, design, develop, modify, test, and integrate data base or data processing systems, computer hardware systems and simulation models. Formulates architectural design, functional specifications, 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, significant modifications or adaptations of standardized techniques. Responsible for developing project plans, guidelines, and controls. May act as team or project leader.

**MINIMUM EXPERIENCE:**

Six (6) years experience performing foregoing functions including: Two (2) years as team leader or supervisor and Two (2) years shall have consisted of performing computer specialist functions with respect to: automated systems supporting the engineering development, testing, operation, or maintenance of aircraft weapon or hardware or software support systems.

**MINIMUM EDUCATION:**

A postgraduate degree in computer science, information systems management, mathematics, operations research, statistics, or engineering from an accredited college or university;

Substitution: In addition to the experience cited above; Eight (8) years of combined education (at the undergraduate level in any academic field) and experience performing the foregoing functions may be substituted for the degree requirement.

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**N023 - Computer Specialist (Level 1)****FUNCTIONAL RESPONSIBILITY:**

Applies knowledge of computer science principles, information management principles, automated data processing (ADP) functions, hardware and software systems structures and operation, 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.

Interfaces with and uses minicomputer and mainframe computer system sirs in addressing project objectives. Uses standard, or conventional approaches methods and techniques to define, plan, organize, design, develop, modify, test, and integrate data base or data processing systems, computer hardware systems and simulation models. Assists in formulating architectural design, functional specifications, 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.

**MINIMUM EXPERIENCE:**

Four (4) years experience performing foregoing functions including: One (1) year shall have consisted of performing computer specialist functions with respect to: automated systems supporting the engineering development, testing, operation, or maintenance of aircraft weapon or hardware or software support systems.

**MINIMUM EDUCATION:**

Bachelors or postgraduate degree in computer science, information systems management, mathematics, operations research, statistics, or engineering from an accredited college or university;

Substitution: In addition to the experience cited above; Eight (8) years of combined education (at the undergraduate level in any academic field) and experience performing the foregoing functions may be substituted for the degree requirement.

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**N024 - Computer Programmer (Level 1)****FUNCTIONAL RESPONSIBILITY:**

Applies basic knowledge of computer science principles, information management principles, automated data processing (ADP) functions, hardware and software systems structures and operation, computer programming languages and techniques, and software applications to automate worker processes or produce technical or management information the products. Uses mainframe and mini-computer systems, and standard, general purpose programming languages, software application products, and conventional techniques to develop computer programs, process information, or produce output data and reports. Adheres to standard guidelines in establishing data or information flow, in formulating flow charts, and in translating logical steps into codes, languages, programs, or system modifications. Utilizes third and fourth generation languages, and/or current GUI tools and equipment to analyze and develop program logic for business, management, communication, tactical and technical problems. Sets up data runs and processing sequences, and reviews output for completeness and format.

**MINIMUM EXPERIENCE:**

Five (5) years experience in computer programming. Ability to demonstrate proficiency in developing computer programs, formats, and structures, the skills in using programming principles and techniques at the level required in the specific positions, and the ability to apply sound judgment in analyzing and organizing problems or work processes for computer solutions

**MINIMUM EDUCATION:**

- (1) Bachelors degree in computer science, mathematics, or engineering from an accredited college or university.
- (2) Substitution: (a) Associates degree in related discipline and Four (4) years of relevant experience may be substituted for the degree requirement; or (b) Eight (8) years of relevant experience may be substituted for the degree requirement.

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**N025 - Industrial Specialist****FUNCTIONAL RESPONSIBILITY:**

Applies various scientific and engineering factors which contribute to systems development. Analyzes and reports equipment, hardware and software production status and equipment conditions and deliveries to project staff. Monitors compliance with quality and production documentation, methods, and approved government and industry standards. Performs systems development and effectiveness evaluations. Independently assesses needs and develops programs and processes to meet those deficiencies.

**MINIMUM EXPERIENCE:**

Ten (10) years of relevant experience as listed above in responsibilities related to industrial processes.

**MINIMUM EDUCATION:**

- (1) Bachelors degree in a business/management technical or education related discipline from an accredited college or university.
- (2) Substitution: (a) Ten (10) years of relevant experience may be substituted for the degree requirement.

---

**N026 - Industrial Assistant****FUNCTIONAL RESPONSIBILITY:**

Applies techniques, principals and precedents to develop, design, and modify, scientific, technical or other professional material. Reviews, analyzes, develops, prepares and applies, technical or maintenance specifications, policies, standards, and procedures. Organizes, analyzes, and prepares reports or presentations of technical data and information. Compiles processes, reduces, or analyzes test data and results. Applies knowledge of industrial management, methods, and procedures in producing and maintaining documentation, correspondence, records, or directives. Assists in matters such as project/program progress and status documentation, property, accounting, or personnel management.

**MINIMUM EXPERIENCE:**

Two (2) years of relevant experience as listed above in responsibilities.

**MINIMUM EDUCATION:**

High school diploma or equivalency certification.

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## **N027 - Technical Writer/Editor**

### **FUNCTIONAL RESPONSIBILITY:**

Develops, drafts, revises, and edits reports, articles, manuals, specifications, presentation materials, and other technical documents. Uses rough outlines and resource materials, and interprets information obtained through research or provided by technical specialists. Applies knowledge of military documentation and format standards to prepare, edit and publish technical materials.

### **MINIMUM EXPERIENCE:**

Two (2) years of relevant experience as listed above in responsibilities including one (1) year experience with technical writing/editing functions.

### **MINIMUM EDUCATION:**

High school diploma or equivalency certification.

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## **N028 - Technical Data Specialist**

### **FUNCTIONAL RESPONSIBILITY:**

Manages, maintained, and uses engineering and technical information data bases, technical libraries, or data communications networks. Applies knowledge of government technical publications, directives, specifications, standards, and library indexing systems to enter, file, identify, locate, extract, and provide data for information related to military weapon systems engineering and technical efforts. May compile, analyze, research, and generate written materials for graphics concerning technical documentation. Performs research and analyses, and develops documents that meet the ADP security requirements for an organization or facility.

### **MINIMUM EXPERIENCE:**

Two (2) years of relevant experience as listed above in responsibilities including one (1) year experience with technical data such as MIL-SPECs, DIDs, CDRLs or other military or weapons systems related documentation.

### **MINIMUM EDUCATION:**

High school diploma, equivalency certification, and successful completion of a technical or trade, undergraduate, or military school course of study in library science, technical library management, or technical data and information management.

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## **N029 - Technical Typist**

### **FUNCTIONAL RESPONSIBILITY:**

Performs documentation response tracking functions. Provides technical typing, word processing, proofreading and grammar context review, graphics presentations preparation, filing, reproduction documentation support and office equipment operation. Assists in updating and maintaining database support systems and files, and supports automated retrieval operations in support of staff requirements. Prepares maintains and preserves on file, technical or administrative documentation, data ,correspondence and records.

### **MINIMUM EXPERIENCE:**

One year clerical, secretarial, or office work experience. Must be proficient in typing (50 WPM). Must have a basic knowledge one or more standard office software packages, (e.g. M/S Word, Word Perfect, Excel, Lotus, PowerPoint), including as a minimum one word processing system.

### **MINIMUM EDUCATION:**

High school diploma, equivalency certification, or two additional years of relevant work experience.

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## **N030 - Data Entry Clerk**

### **FUNCTIONAL RESPONSIBILITY:**

Produce documents and document production and retrieval and character line printing. Operates keyboard controlled data entry devices such as keypunch machines or key-operated magnetic tape or disk encoders to enter, transcribe or reproduce data and information into forms suitable for computer processing. Selects procedures to be followed in searching for, interpreting, selecting or coding items to be entered from source documents.

### **MINIMUM EXPERIENCE:**

One year of data entry, transcription, or typing/word processing work experience.

### **MINIMUM EDUCATION:**

High school diploma, equivalency certification, or two additional years of relevant work experience.

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## **N031 – Senior Information Technology Systems Engineer**

### **FUNCTIONAL RESPONSIBILITY:**

Independently applies computer system engineering principles, to investigate, analyze, plan, design, develop, test, implement or evaluate scientific, engineering or business systems. Addresses scientific, engineering or business objectives by designing, writing, modifying or adapting front-end software using test-driven or graphical user interface (GUI) software such as Powerbuilder, Oracle Forms, etc. Interfaces with and uses, microcomputer, minicomputer and mainframe computer systems in a client-server environment in addressing project objectives. Independently identifies and uses standard, unconventional and original mathematical, algorithmic, and programmatic approaches to define, plan, organize, design, develop, modify, test, and integrate data base or management information systems using hierarchical or relational data base management systems (RDBMS) such as Oracle, Infomix or Sybase. Researchers new and emerging applications of data base and Internet related software. May act as a team lead or project leader, supervising and directing the work of other information technology engineers, technicians, specialists and support personnel.

### **MINIMUM EXPERIENCE:**

Eight (8) years experience performing the foregoing functions including: Three (3) years developing GUI-based applications, three (3) years developing RDBMS applications and three (3) years in a supervisory role.

### **MINIMUM EDUCATION:**

A Bachelor of Science degree in computer science, information systems, engineering, physics, or mathematics from an accredited college or university. Substitution: In addition to the above cited experience, four years of combined education (at the undergraduate level) and experience performing the foregoing functions may be substituted for the degree requirement.

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## **N032 – Information Technology Systems Engineer**

### **FUNCTIONAL RESPONSIBILITY:**

Independently applies computer system engineering principles, to investigate, analyze, plan, design, develop, test, implement or evaluate scientific, engineering or business systems. Addresses scientific, engineering or business objectives by designing, writing, modifying or adapting front-end software using test-driven or graphical user interface (GUI) software such as Powerbuilder, Oracle Forms, etc. Interfaces with and uses, microcomputer, minicomputer and mainframe computer systems in a client-server environment in addressing project objectives. Independently identifies and uses standard, unconventional and original mathematical, algorithmic, and programmatic approaches to define, plan, organize, design, develop, modify, test, and integrate data base or management information systems using hierarchical or relational data base management systems (RDBMS) such as Oracle, Infomix or Sybase. Researchers new and emerging applications of data base and Internet related software. May act as a team lead or project leader, supervising and directing the work of other information technology engineers, technicians, specialists and support personnel.

**MINIMUM EXPERIENCE:**

Six (6) years experience performing the foregoing functions including: Two (2) years developing GUI-based applications, two (2) years developing RDBMS applications and one (1) years in a supervisory role.

**MINIMUM EDUCATION:**

A Bachelor of Science degree in computer science, information systems, engineering, physics, or mathematics from an accredited college or university. Substitution: In addition to the above cited experience, four years of combined education (at the undergraduate level) and experience performing the foregoing functions may be substituted for the degree requirement.

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**N033 – Information Technology Systems Specialist****FUNCTIONAL RESPONSIBILITY:**

Applies computer system engineering principles, to investigate, analyze, plan, design, develop, test, implement or evaluate scientific, engineering or business systems. Addresses scientific, engineering or business objectives by designing, writing, modifying or adapting front-end software using test-driven or graphical user interface (GUI) software such as Powerbuilder, Oracle Forms, etc. Interfaces with and uses, microcomputer, minicomputer and mainframe computer systems in a client-server environment in addressing project objectives. Identifies and uses standard, unconventional and original mathematical, algorithmic, and programmatic approaches to define, plan, organize, design, develop, modify, test, and integrate data base or management information systems using hierarchical or relational data base management systems (RDBMS) such as Oracle, Infomix or Sybase. Researches new and emerging applications of data base and Internet related software.

**MINIMUM EXPERIENCE:**

Four (4) years experience performing the foregoing functions including: One (1) year developing GUI-based applications, and one (1) years developing RDBMS applications.

**MINIMUM EDUCATION:**

A Bachelor of Science degree in computer science, information systems, engineering, physics, or mathematics from an accredited college or university. Substitution: In addition to the above cited experience, four years of combined education (at the undergraduate level) and experience performing the foregoing functions may be substituted for the degree requirement.

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**N034 - Program Manager (Level 4)/Subject Matter Expert****FUNCTIONAL RESPONSIBILITY:**

Coordination of department and multiple project activities including conducting and evaluating risk analysis information and multi-disciplined project information technology tasks. Provides corporate level or cabinet level advice on broad range of project related subject matter or policy issues. Provides recommendations on planning and management issues and reviews all high-level AIS activities. Recommends and advises on complex subjects associated with information technology issues and new and emerging technologies. Comprehensive knowledge and expertise in the in project related technologies and associated legal and privacy issues.

**MINIMUM EXPERIENCE:**

Fifteen (15) years of project related experience.

**MINIMUM EDUCATION:**

A Masters degree.

**Substitution:**

Education (b) Bachelors degree and 4 years of additional project related experience may be substituted for the Masters degree.

### **N035 - CAD Draftsman/Illustrator (Level 1)**

#### **FUNCTIONAL RESPONSIBILITY:**

Produces, edits, modifies, or combines engineering and technical drawings and illustrations of electro-mechanical equipment or systems. Uses computer aided drafting (CAD) techniques or automated graphics programs, adhering to military standards governing style and format.

#### **MINIMUM EXPERIENCE:**

In addition to the education cited above, the following specific experience is required:

- a. A Total of at least 2 years experience in performing the foregoing functions.

#### **MINIMUM EDUCATION:**

High school graduation or equivalency certification, plus completion of a technical or trade, undergraduate, or military school course of study in drafting, drawing, or illustration.

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### **N036 - CAD Draftsman/Illustrator (Level 2)**

#### **FUNCTIONAL RESPONSIBILITY:**

Produces, edits, modifies, or combines engineering and technical drawings and illustrations of electro-mechanical equipment or systems. Uses computer aided drafting (CAD) techniques or automated graphics programs, adhering to military standards governing style and format.

#### **MINIMUM EXPERIENCE:**

In addition to the education cited above, the following specific experience is required:

- a. A total of at least 4 years experience in performing the foregoing functions.

#### **MINIMUM EDUCATION:**

High school graduation or equivalency certification, plus completion of a technical or trade, undergraduate, or military school course of study in drafting, drawing, or illustration.

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### **N037 - CAD Draftsman/Illustrator (Level 3)**

#### **FUNCTIONAL RESPONSIBILITY:**

Produces, edits, modifies, or combines engineering and technical drawings and illustrations of electro-mechanical equipment or systems. Uses computer aided drafting (CAD) techniques or automated graphics programs, adhering to military standards governing style and format.

#### **MINIMUM EXPERIENCE:**

In addition to the education cited above, the following specific experience is required:

- a. A total of at least 6 years experience in performing the foregoing functions.

#### **MINIMUM EDUCATION:**

High school graduation or equivalency certification, plus completion of a technical or trade, undergraduate, or military school course of study in drafting, drawing, or illustration.

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## **N038 - Senior Management Analyst**

### **FUNCTIONAL RESPONSIBILITY:**

Applies knowledge of management functions, processes, and analytical methods or techniques to gather, analyze, and evaluate information required by program or project managers and customers. Draws conclusions and devises solutions to problems relating to improvement of management effectiveness, organizational structures, work methods and procedures efficiency, and resource requirements utilization or control. Develops and drafts program or project milestone, progress monitoring, financial, acquisition, quality control, maintenance, or training documentation. May perform work measurement studies, program or project operations efficiency reviews, cost studies, or workload change impact analyses. Relies upon and uses automated management information systems in performing fact-finding, analytical, and advisory functions.

### **MINIMUM EXPERIENCE:**

In addition to the education cited above, the following specific experience is required:

- a. A total of at least 4 years of experience in performing the foregoing functions.

### **MINIMUM EDUCATION:**

A bachelor's degree in mathematics, statistics, or a business or management discipline such as business administration, accounting, finance, economics, or management information technology. Once the experience requirements of the paragraph below are met, 4 years of additional experience in a directly related area will be considered equivalent to a bachelor's degree.

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## **N039 - IT Management Assistant (Level 1)**

### **FUNCTIONAL RESPONSIBILITY:**

Conducts administrative and record keeping aspects of the operation of engineering technical projects/programs. Applies knowledge of office management methods, and procedures in producing and maintaining documentation, correspondence, records, or directives. Works in regard to matters such as project/program progress and status documentation, budget, finance, property, accounting, or personnel management.

### **MINIMUM EXPERIENCE:**

In addition to the education cited above, the following specific experience is required:

- a. At least 2 years of experience which exhibit the knowledge, skill, and ability to perform the foregoing functions.

### **MINIMUM EDUCATION:**

High school graduation or equivalency certification.

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## **N040 - IT Management Assistant (Level 2)**

### **FUNCTIONAL RESPONSIBILITY:**

Generates and maintains database records related to engineering or technical projects/programs. Prepares charts, graphs, or milestones from program planning documents. Prepares documentation/reports for funding execution status. Determines and makes available material needed from conferences and correspondence. Prepares reports, summarizes, or replies to inquires, selecting relevant information from a variety of sources such as reports, documents, and correspondence. Applies basic data gathering and analysis methods to collect various types of information. Works in regard to matters such as project/program process and status documentation. May manage or supervise administrative aspects of the contractors operations.

**MINIMUM EXPERIENCE:**

In addition to the education cited above, the following specific experience is required:

- a. At least 4 years of experience which exhibit the knowledge, skill, and ability to perform the foregoing functions.

**MINIMUM EDUCATION:**

High school graduation or equivalency certification.

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**N041 - IT Management Assistant (Level 3)****FUNCTIONAL RESPONSIBILITY:**

Applies knowledge of management functions, processes, and analytical methods or techniques to gather, analyze, and evaluate information required by program or project managers and customers. Draws conclusions and devises solutions to problems relating to improvement of management effectiveness, organizational structures, work methods and procedures efficiency, and resource requirements, utilization or control. Develops and drafts program or project milestone, progress monitoring, financial, acquisition, quality control, maintenance, or training documentation. May perform work measurement studies, program or project operations efficiency reviews, cost studies, or workload change impact analyses. Relies upon and uses automated management information systems in performing fact-finding, analytical, and advisory functions.

**MINIMUM EXPERIENCE:**

In addition to the education cited above, the following specific experience is required:

- a. A total of at least 2 years of experience in performing the foregoing functions.

**MINIMUM EDUCATION:**

A bachelor's degree in mathematics, statistics, or a business or management discipline such as business administration, accounting, finance, economics, or management information technology. Once the experience requirements of the paragraph below are met, 4 years of additional experience in a directly related area will be considered equivalent to a bachelor's degree.

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**N042 - Senior Engineering Technician****FUNCTIONAL RESPONSIBILITY:**

Applies engineering techniques, principles and precedents to develop, design, modify, install, test, evaluate, or operate electrical, electronic, avionics, mechanical, communications, stores, armament/ordnance, or related data processing systems for military weapon systems or associated support equipment or facilities. Maintains, repairs, inspects, troubleshoots, or programs systems equipment or components. Reviews, analyzes, develops, prepares or applies engineering, technical or maintenance specifications, policies, standards, or procedures. Organizes, analyzes and prepares reports or presentations of technical data and information. Plans and performs tests and evaluations of systems equipment or components. Compiles, processes, reduces or analyzes test data and results.

**MINIMUM EXPERIENCE:**

In addition to the education cited above, the following specific experience is required:

- a. A total of at least 8 years of experience in performing the foregoing functions.
- b. At least 3 years of experience in performing the foregoing functions as a team leader or supervisor.

At least 4 years of experience in performing the foregoing functions consisting of performing engineering/technical functions with respect to: aircraft weapon or support systems and equipment.

**MINIMUM EDUCATION:**

Completion of a technical school, trade school or advanced armed services technical school curriculum or course of training in electricity, electronics, avionics, mechanics, armaments/ordnance or engineering technology; or, completion of at least 30 semester hours (45 quarter hours) of course studies at an accredited college or university in an engineering, scientific, or technical curriculum.

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**N043 - IT Financial Analyst**

**FUNCTIONAL RESPONSIBILITY:**

Performs analytical and evaluative work requiring a comprehensive knowledge of: (1) theory and principles; (2) financial and management organization, operations, and practices; (3) pertinent statutory or regulatory provisions and (4) related basic economic, accounting, and legal principles.

**MINIMUM EXPERIENCE:**

In addition to the education cited above, the following specific experience is required:

- a. A total of at least 4 years of experience in performing the foregoing functions.

**MINIMUM EDUCATION:**

A bachelor's degree in business, economics, accounting and finance.

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**N044 - Senior IT Financial Analyst**

**FUNCTIONAL RESPONSIBILITY:**

Performs analytical and evaluative work requiring a comprehensive knowledge of: (1) theory and principles of finance applicable to the full range of financial operations and transactions; (2) the financial and management organization, operations, and practices; (3) pertinent statutory or regulatory provisions and (4) related basic economic, accounting, and legal principles; (5) methodology to perform cost and financial analysis of both commercial aerospace/defense contractors and government activities; (6) economic trends in the defense industry and the U.S. economy; (7) funds management and financial tracking systems.

**MINIMUM EXPERIENCE:**

In addition to the education cited above, the following specific experience is required:

- b. A total of at least 6 years of experience in performing the foregoing functions.

**MINIMUM EDUCATION:**

A bachelor's degree in business, economics, accounting and finance.

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**NATIONAL TECHNOLOGIES ASSOCIATES, INC.  
LABOR CATEGORY SUBSTITUTIONS**

National Technologies Associates, Inc. (NTA, Inc.) will provide only people who meet or exceed the minimum qualifications within the labor category descriptions stated herein. NTA, Inc. labor categories provide for substituting experience for minimum education requirements and substituting educational degrees for years of experience. These substitutions are allowed for all NTA, Inc. labor categories unless specified in the description.

**Substitutions**

The table below presents the allowable substitutions based on the education and experience of the labor categories in the Pricelist with written approval from the ordering activity. Experience should be professional and job related, however it does not have to be specific to the project to be accomplished. However, if a degree is used in place of experience, the degree should be related to the project or task.

| <b>DEGREE</b> | <b>DEGREE AND EXPERIENCE &amp; EDUCATION SUBSTITUTIONS</b>   | <b>RELATED CERTIFICATION SUBSTITUTIONS</b>  |
|---------------|--|---|
|               | In general, where it is not stated, the following experience table may be substituted for not having the required degree, unless otherwise specified in the job description. |   |
| Associate's   | 2 years relevant experience  | Trade/Vocational School or Technical Training or Military Training in relevant field  |
| Bachelor's    | Associate's + 4 years relevant experience<br>6 years relevant experience   | Professional or Industry Standard Technical Certification in a relevant field. (e.g. MCSE, CCNP, CNA, CNE)  |
| Master's      | Bachelor's + 4 years relevant experience<br>Associate's + 8 years relevant experience<br>10 years relevant experience  | Professional License [e.g. Professional Engineer, Registered Communications Distribution Designer (RCDD), Certified Professional Logistician (CPL)] |
| Doctorate     | Master's + 4 years relevant experience<br>Bachelor's + 8 years relevant experience<br>14 years relevant experience   |   |

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

**PREAMBLE**

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

**COMMITMENT**

To actively seek and partner with small businesses.

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

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

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

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

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

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

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact Ray Smith at National Technologies Associates, Inc. (301) 863-6512, [rsmith@ntalex.com](mailto:rsmith@ntalex.com) ; Fax (301) 862-1845.

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

**(Insert Customer Name)**

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

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

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

Signatures

\_\_\_\_\_  
ORDERING ACTIVITY

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CONTRACTOR

\_\_\_\_\_  
DATE

**(CUSTOMER NAME)**  
**BLANKET PURCHASE AGREEMENT**

Pursuant to GSA Federal Supply Schedule Contract Number(s) \_\_\_\_\_, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (ordering activity):

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

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

- (2) Delivery:

| DESTINATION | DELIVERY SCHEDULES / DATES |
|-------------|----------------------------|
| _____       | _____                      |
| _____       | _____                      |
| _____       | _____                      |

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

- (4) This BPA does not obligate any funds.

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

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

| OFFICE | POINT OF CONTACT |
|--------|------------------|
| _____  | _____            |
| _____  | _____            |
| _____  | _____            |

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

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

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

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

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

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

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

## SALES AND SERVICE POINTS



NATIONAL TECHNOLOGIES ASSOCIATES, INC.

**Corporate Headquarters:**

6601 Little River Turnpike, Suite 215  
Alexandria, VA 22312  
Fairfax County

Voice (703) 941-3695  
Fax (703) 941-3698

**Lexington Park Operations:**

22738 Maple Road  
Lexington Park, MD 20653  
St. Mary's County

Voice (301) 863-6512  
Fax (301) 862-1845

**Jacksonville Operations:**

1532 Kingsley Avenue, Suite 116  
Orange Park, FL 32073  
Clay County

Voice (904) 264-5453  
Fax (904) 278-1038

**San Diego Operations:**

3645 Ruffin Road, Suite 230  
San Diego, CA 92123  
San Diego County

Voice (858) 279-0010  
Fax (858) 279-8078

**Indian Head Operations:**

4115 Indian Head Highway  
Indian Head, MD 20640  
Charles County

Voice (301) 753-5722  
Fax (301) 753-9053

**Pensacola Operations:**

945 W. Michigan Avenue,  
Pensacola, FL 32505

Voice (850) 434-8445  
Fax (850) 434-8415

**Cherry Point Operations:**

302 East Main Street, Suite 5  
Havelock, NC 28532  
Craven County

Voice (252) 444-5411  
Fax (252) 444-2370

