
**Authorized Federal Supply Services Information Technology
Schedule Price List**



U.S. General Services Administration

**Federal Supply Services
IT Schedule 70
GSA Number GS-35F-0120J**

Contract Period: December 9, 2003—December 7, 2008



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AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

2. AMENDMENT/MODIFICATION NO. PQ-0009		3. EFFECTIVE DATE 07-27-2005	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (IF APPLICABLE) 070
6. Issued By ADP ACQUISITION CENTER CRYSTAL MALL BLDG 4 FCI WASHINGTON, DC 20406		Code	7. ADMINISTERED BY (If other than Item 6) GSA/FSS CONT MGMT DIV (2FQC-1) 10 CAUSEWAY ST BOSTON MA 02222 817-565-7800	Code

6. Name and Address of Contractor (No., street, county, State and ZIP Code) AQUAS INC 5480 WISCONSIN AVE STE 210 CHEVY CHASE, MD 208153529		(X)	9A. AMENDMENT OF SOLICITATION NO.
CODE			9B. DATED (SEE ITEM 11)
FACILITY CODE		X	10A. MODIFICATION OF CONTRACT/ORDER NO. GS-35P-0120J
			10B. DATED (SEE ITEM 13) DEC 01, 1998

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers is extended is not extended.

Offer's must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:
 (a) By completing items 8 and 16, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or
 (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

(3)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF:
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: C. 29
	D. OTHER (Specify type of modification and authority)

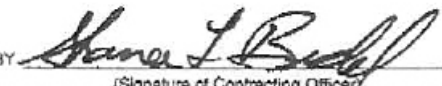
E. IMPORTANT: Contractor is not, is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

The above number contract is modified as follows:

This modification increases all labor hour category rates by 3%. It also adds set annual escalation rates per letter of request dated July 14, 2005.

Except as provided herein, all terms and conditions of the document referenced in item 8A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
		SHANA L. BUDD	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		BY 	7/27/05
		(Signature of Contracting Officer)	

Reference Text File for AQUAS, INC. GS-35F-0120J

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I. 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 micro-purchase threshold, FAR 8.404 requires agencies to consider reasonably available information about the supply or service offered under MAS contracts by using the GSA *Advantage!*TM on-line shopping service, or by reviewing the catalogs or pricelists of at least three schedule contractors.

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

For orders exceeding the micro-purchase threshold, customers are to consider including, if available, one or more small, women-owned small, and/or small disadvantaged business schedule contractor(s). Orders placed against the schedules may be credited toward the ordering agency's small business goals. For orders exceeding the micro-purchase threshold, ordering offices should give preference to the items of small business concerns when two or more items at the same delivered price will satisfy the requirement.

1. GEOGRAPHIC SCOPE OF CONTRACT

The geographic scope of contract is the 48 contiguous states and the District of Columbia, Hawaii and the Commonwealth of Puerto Rico.

2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION

Mail: **AQUAS Inc.**
4833 Rugby Avenue, Suite 500
Bethesda, MD 20814

E-mail: **fortiz@aquasinc.com**

Web site: **www.aquasinc.com**

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

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

Voice: **(301) 654-4000**

Fax: **(301) 654-4004**

3. LIABILITY FOR INJURY OR DAMAGE

Reserved.

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 Systems (DUNS) Number- 099858110

Block 30: Type of Contractor - A small Disadvantaged Business

Block 31: Woman-Owned Small Business - Yes

Block 36: Contractor's Taxpayer Identification Number (TIN) - 52-1698439

4.A. CAGE CODE

Cage code is 1CVT1.

5. FOB: DESTINATION

Service or product delivery may be within any of the 50 states of the United States, the District of Columbia, and the Commonwealth of Puerto Rico.

6. DELIVERY SCHEDULE

6.A. TIME OF DELIVERY

The Contractor shall delivery to destination within the number of calendar days after receipt of order (ARO), as set forth below:

SPECIAL ITEM NUMBER: **132-51**

DELIVERY TIME (Days ARO): **N/A**

SPECIAL ITEM NUMBERS: **132-32, 132-22**

DELIVERY TIME (Hours): **24**

6.B. URGENT REQUIREMENTS

When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall replay to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed

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

7. DISCOUNTS

7.A. PROMPT PAYMENT

None; days from receipt of invoice or date of acceptance, whichever is later.

7.B. QUANTITY

Negotiable for orders over prescribed Maximum Order Limit.

7.C. DOLLAR VOLUME

None.

7.D. GOVERNMENT EDUCATIONAL INSTITUTIONS

None.

7.E. OTHER

None.

8. TRADE AGREEMENTS ACT OF 1979, AS AMENDED

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

9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING

N/A

10. SMALL REQUIREMENTS

The minimum dollar value of orders to be issued is \$100.00.

11. MAXIMUM ORDER

Special Item Number 132-51 - Information Technology (IT) Professional Services
The maximum dollar value per order for all IT Professional Services will be \$500,000.

12. USE OF FEDERAL SUPPLY SERVICE INFORMATION TECHNOLOGY

Orders placed pursuant to a Multiple Award Schedule (MAS), using the procedures in FAR 8.404, are considered to be issued using full and open competition. Therefore, when placing orders under Federal Supply Schedules, ordering offices need not seek further competition, synopsise the requirement, make a separate determination of fair and reasonable pricing, or consider small business programs.. GSA has already determined the prices of items under schedule contracts to be fair and reasonable. By placing an order against a schedule using the procedures outlined below, the ordering office has concluded that the order represents the best value and results in the lowest overall cost alternative (considering price, special features, administrative costs, etc.) to meet the Government's needs.

12.A. ORDERS PLACED AT OR BELOW THE MICRO-PURCHASE THRESHOLD

Ordering offices can place orders at or below the micro-purchase threshold with any Federal Supply Schedule Contractor.

12.B. ORDERS EXCEEDING THE MICRO-PURCHASE THRESHOLD

Orders should be placed with the Schedule Contractor that can provide the supply or service that represents the best value. Before placing an order, ordering offices should consider reasonably available information about the supply or service offered under MAS contracts by using the GSA Advantage!™ online shopping service, or by reviewing the catalogs/price lists of at least three Schedule Contractors and selecting the delivery and other options available under the schedule that meets the agency's needs. In selecting the best value, the ordering office may consider-

- 1) Special features of the supply or service that are required in effective program performance and that are not provided by a comparable supply or service;
- 2) Trade-in considerations;
- 3) Probable life of the item selected as compared with that of a comparable item;
- 4) Warranty considerations;
- 5) Maintenance availability;
- 6) Past performance; and
- 7) Environmental and energy efficiency considerations.

12.C. ORDERS EXCEEDING THE MAXIMUM ORDER THRESHOLD

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

- 1) Review additional Schedule Contractors' catalogs/pricelists or use the GSA Advantage!™ online shopping service;
- 2) Based upon the initial evaluation, generally seek price reductions from the Schedule Contractor(s) appearing to provide the best value (considering price and other factors); and
- 3) After price reductions have been sought place the order with the Schedule Contractor that provides the best value and results in the lowest overall cost alternative. If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.

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

- 4) Offer a new lower price for this requirement (the Price Reductions clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations);
- 5) Offer the lowest price available under the contract; or
- 6) Decline the order (orders must be returned in accordance with FAR 52.216-19).

12.D. BLANKET PURCHASE AGREEMENTS (BPA)

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

12.E. PRICE REDUCTIONS

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

12.F. SMALL BUSINESS

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

12.G. DOCUMENTATION

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

13. FEDERAL INFORMATION TECHNOLOGY/ TELECOMMUNICATIONS STANDARDS REQUIREMENTS

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

13.1. FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS)

Information Technology 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 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 FIPS PUBS 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 Telecommunications Standards 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 should be obtained from the GSA, Federal Supply Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone (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. SECURITY REQUIREMENTS

In the event security requirements are necessary, the ordering activities may incorporate, in their delivery orders, a security clause in accordance with current laws, regulations, and individual agency policy; however, the burden of administering the security requirements shall be with the ordering agency. If any costs are incurred as a result of the inclusion of security requirements, such costs will not exceed ten percent (10%) or \$100,000, of the total dollar value of the order, whichever is less.

15. CONTRACT ADMINISTRATION FOR ORDERING OFFICES

Any ordering office, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the Government'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 World Wide Web Address is <http://www.fss.gsa.gov/>.

17. PURCHASE OF INCIDENTAL, NON-SCHEDULE ITEMS

For administrative convenience, open market (non-contract) items may be added to a Federal Supply Schedule Blanket Purchase Agreement (BPA) or an individual order, provided that the items are clearly labeled as such on the order, all applicable regulations have been followed, and price reasonableness has been determined by the ordering activity for the open market (non-contract) items.

18. CONTRACTOR COMMITMENTS, WARRANTIES, AND REPRESENTATIONS

For the Purpose of this contract, commitments, warranties and representatives include, in addition to those agreed to for the entire schedule contract:

Time of delivery/installation quotations for individual orders;

Technical representatives, and/or warranties of products concerning performance, total system performance, and/or functional characteristics and capabilities of a product/ equipment/ service/ software package submitted in response to requirements that result in orders under this schedule contract. Any representations and/or warranties concerning the products made in any literature, description, drawings, and/or specifications furnished by the Contractor.

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:

Upon request of the Contractor, the Government may provide the Contractor with logistics support, as available, in accordance with all applicable Government regulations. Such Government 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. YEAR 2000 WARRANTY - COMMERCIAL SUPPLY ITEMS

"Year 2000 compliant" means information technology that accurately processes date/time data (including, but not limited to, calculating, comparing, and sequencing) from, into, and between the twentieth and twenty-first centuries and the years 1999 and 2000 and leap year calculations. Furthermore, Year 2000 compliant information technology, when used in combination with other information technology, shall accurately process date/time data if the other information technology properly exchanges date/time data with it.

The Contractor warrants that each hardware, software, and firmware product delivered under this contract shall be able to accurately process date data (including, but not limited to, calculating, comparing, and sequencing) from, into, and between the twentieth and twenty-first centuries, including leap year calculations, when used in accordance with the product documentation provided by the Contractor,

provided that all listed or unlisted products (e.g. hardware, software, firmware) used in combination with such listed product properly exchange data with it. If the contract requires that specific listed products must perform as a system in accordance with the foregoing warranty, then that warranty shall apply to those listed products as a system. The duration of this warranty and the remedies available to the Government for breach of this warranty shall be as defined in, and subject to, the terms and limitations of the Contractor's standard commercial warranty or warranties contained in this contract, provided that notwithstanding any provision to the contrary in such commercial warranty or warranties, the remedies available to the Government under this warranty shall include repair or replacement of any listed product whose non-compliance is discovered and made known to the Contractor in writing within ninety (90) days after acceptance. Nothing in this warranty shall be construed to limit any rights or remedies the government may otherwise have under this contract with respect to defects other than Year 2000 performance.

21. BLANKET PURCHASE AGREEMENTS (BPA)

Federal Acquisition Regulation (FAR) 13.303(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(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 discounts available under the contract, based on the potential volume that business 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.

22. CONTRACTOR TEAM ARRANGEMENTS

Federal Supply Schedule Contractors may use "Contractor Team Arrangements" (see FAR 9.6) to provide solutions when responding to a customer agency requirements. The policy and procedures outlined in this part will provide more flexibility and allow innovative acquisition methods when using the Federal Supply Schedules. See the additional information regarding Contractor Team Arrangements in this schedule Pricelist.

23. SECTION 508 COMPLIANCE

All services provided under this schedule will be compliant with Section 508 standards. While specific products offered under this Schedule may not be 508 compliant, services can be provided which will ensure that any product purchased by a Government Agency through this Schedule will be in compliance with Section 508 Standards.

II. TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51) AND ELECTRONIC COMMERCE (EC) SERVICES (SPECIAL ITEM NUMBER 132-52)

1. SCOPE

The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services and Special Item Number 132-52 Electronic Commerce Services apply exclusively to IT/EC Services within the scope of this Information Schedule.

AQUAS Inc. shall provide services at Contractor's site and/or at the Government location, as agreed to by the Contractor and the ordering office.

2. ORDERING PROCEDURES

Procedures for IT professional services priced on GSA schedule at hourly rates.

FAR 8.402 contemplates that GSA may occasionally find it necessary to establish special ordering procedures for individual Federal Supply Schedules or for some Special Item Numbers (SINs) within a Schedule. GSA has established special ordering procedures for IT professional services (SIN 132-51) that are priced on schedule at hourly rates. These special ordering procedures which are outlined herein take precedence over the procedures in FAR 8.404.

The GSA has determined that the rates for IT professional services contained in this pricelist are fair and reasonable. However, the ordering office using this contract is responsible for considering the level of effort and mix of labor proposed to perform a specific task being ordered and for making a determination that the total firm-fixed price or ceiling price is fair and reasonable.

When ordering IT professional services ordering offices shall –

Prepare a Request for Proposal

A performance-based statement of work that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria, and any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared.

A request for proposal should be prepared which includes the performance-based statement of work and requests the contractors submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested, unless the ordering office makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and-materials proposal may be requested. The firm-fixed price shall be based on the hourly rates in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm-fixed price of the order should also include any travel costs or other incidental costs related to performance of the services ordered, unless the order provides for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations. A ceiling price must be established for labor hour and time and material orders.

The request for proposal may request the contractors, if necessary or appropriate, submit a project plan for performing the task and information on the contractor's experience and/or past performance performing similar tasks.

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

Transmit the Request for Proposal to Contractors

Based upon an initial evaluation of catalogs and pricelists, the ordering office should identify the contractors that appear to offer the best value (considering the scope of services offered, hourly rates and other factors such as contractors' locations, as appropriate). When buying IT professional services under SIN 132-51 ONLY, the ordering office, at its discretion, may limit consideration to those schedule contractors that are small business concerns. This limitation is not applicable when buying supplies and/or services under other SINs as well as SIN 132-51. The limitation may only be used when at least three (3) small businesses that appear to offer services that will meet the agency's needs are available, if the order is estimated to exceed the micro-purchase threshold.

The request for proposal should be to three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not to exceed the maximum order threshold. For proposed orders exceeding the maximum order threshold, the request for proposal should be provided to additional contractors that offer services that will meet the agency's needs. Ordering offices should strive to minimize the contractors' costs associated with responding to requests for proposals for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement.

Evaluate proposals and select the contractor to receive the order

After responses have been evaluated against the factors identified in the request for proposal, the order should be placed with the schedule contractor that represents the best value and results in the lowest overall cost alternative (considering price, special qualifications, administrative costs, etc.) to meet the Government's needs.

The establishment of Federal Supply Schedule Blanket Purchase Agreements (BPAs) for recurring services is permitted when the procedures outlined herein are followed. All BPAs for services must define the services that may be ordered under the BPA, along with delivery or performance time frames, billing procedures, etc. The potential volume of orders under BPAs, regardless of the size of individual orders, may offer the ordering office the opportunity to secure volume discounts. When establishing BPAs ordering offices shall -

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

SINGLE BPA: Generally, a single BPA should be established when the ordering office can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for service arises. The schedule contractor that represents the best value and results in the lowest overall cost alternative to meet the agency's needs should be awarded the BPA.

MULTIPLE BPAs: When the ordering office determines multiple BPAs are needed to meet its requirements, the ordering office should determine which contractors can meet any technical qualifications before establishing the BPAs. When multiple BPAs are established, the authorized users must follow the procedure in (3)(ii)(B) above, and then place the order with the schedule contractor that represents the best value and results in the lowest overall cost alternative to meet the agency's needs.

Review BPAs periodically. Such reviews shall be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the best value (considering price, special qualifications, etc.) and results in the lowest overall cost alternative to meet the agency's needs.

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

When the ordering office's requirement involves both products as well as IT professional services, the ordering office should total the prices for the products and the firm-fixed price for the services and select the contractor that represents the greatest value in terms of meeting the agency's total needs.

The ordering office, at a minimum, should document orders by identifying the contractor the services were purchased from, the services purchased, and the amount paid. If other than a firm-fixed price order is placed, such documentation should include the basis for the determination to use a labor-hour or time-and-materials order. For agency requirements in excess of the micro-purchase threshold, the order file should document the evaluation of schedule contractors' proposals that formed the basis for the selection of the contractor that received the order and the rationale for any trade-offs made in making the selection.

Ordering Procedures for other services available on schedule at fixed prices for specifically defined services or tasks

Orders placed pursuant to a Multiple Award Schedule (MAS), using the procedures in FAR 8.404, are considered to be issued pursuant to full and open competition. Therefore, when placing orders under Federal Supply Schedules, ordering offices need not seek further competition, synopsise the requirement, make a separate determination of fair and reasonable pricing, or consider small business set-asides in accordance with subpart 19.5. GSA has already determined the prices of items under schedule contracts to be fair and reasonable. By placing an order against a schedule using the procedures outlined below, the ordering office has concluded that the order represents the best value and results in the lowest overall cost alternative (considering price, special features, administrative costs, etc.) to meet the Government's needs.

Orders placed at or below the micro-purchase threshold. Ordering offices can place orders at or below the micro-purchase threshold with any Federal Supply Schedule Contractor.

Orders exceeding the micro-purchase threshold but not exceeding the maximum order threshold. Orders should be placed with the Schedule Contractor that can provide the supply or service that represents the best value. Before placing an order, ordering offices should consider reasonably available information about the service offered under MAS contracts by using the "GSA Advantage!" on-line shopping service, or by reviewing the catalogs/pricelists of at least three Schedule Contractors and selecting the delivery and other options available under the schedule that meets the agency's needs. In selecting the service representing the best value, the ordering office may consider- (i) special features of the service that are required in effective program performance and that are not provided by a comparable service; and (ii) past performance.

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

Review additional Schedule Contractors' catalogs/pricelists or use the "GSA Advantage!" on-line shopping service;

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

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

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

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

Offer the lowest price available under the contract; or

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

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

Price reductions. In addition to the circumstances outlined in paragraph (3), above, there may be instances when ordering offices will find it advantageous to request a price reduction. For example, when the ordering office finds a schedule service elsewhere at a lower price or when a BPA is being established to fill recurring requirements, requesting a price reduction could be advantageous. The potential volume of orders under these agreements, regardless of the size of the individual order, may offer the ordering office the opportunity to secure greater discounts. Schedule Contractors are not required to pass on to all schedule users a price reduction extended only to an individual agency for a specific order.

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

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

3. ORDER

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 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.

All tasks 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

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

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

The Contractor guarantees the satisfactory completion of the IT/EC Services performed under the task order and that all contract personnel utilized in the performance of IT/EC services under the task order shall have the education, experience, and expertise as stated in the task order.

Any Contractor travel required in the performance of IT/EC 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. INSPECTION OF SERVICES

The Inspection of Services-Fixed Price (Aug 1996) 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) clause at FAR 52-246-6 applies to time-and-materials.

6. RESPONSIBILITIES OF THE CONTRACTOR

The contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character.

7. RESPONSIBILITY OF THE GOVERNMENT

Subject to security regulations, the ordering office shall permit Contractor access to all facilities necessary to perform the requisite IT/EC services.

8. INDEPENDENT CONTRACTOR

All IT/EC 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 Government.

9. ORGANIZATIONAL CONFLICTS OF INTEREST

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 Government contract, without some restriction on activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor's or its affiliates' objectivity in performing contract work.

To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the Government, ordering offices 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.

10. INVOICES

The Contractor, upon completion of the work ordered, shall submit invoices for IT/EC services. Progress payments may be authorized by the ordering office 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.

11. PAYMENTS

For firm-fixed price orders the Government 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 (Alternate I (APR 1984)) at FAR 52.232-7 applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts (FEB 1997) (Alternate II (JAN 1986)) at FAR 52.232-7 applies to labor-hour orders placed under this contract.

12. RESUMES

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

13. INCIDENTAL SUPPORT COSTS

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

14. 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 from furnishing any of the work called for in a task order.

15. DESCRIPTION OF IT/EC SERVICES AND PRICING

The following matrix identifies, but is not limited to, the types of IT Professional Services provided by AQUAS Inc. that are available through this Schedule contract. Omitted sequential numbers are intentional - they are reserved for later use.

15.A. SERVICES HOURLY PRICE LIST

AQUAS SITE RATES

	LABOR CATEGORIES	GSA RATES WITH .75% IFF			
		16-Oct-04 15-Oct-05	16-Oct-05 15-Oct-06	16-Oct-06 15-Oct-07	16-Oct-07 15-Oct-08
1	Analyst, Principal	\$96.62	\$99.52	\$102.50	\$106.60
2	Analyst, Senior	\$80.89	\$83.32	\$85.82	\$89.25
3	Analyst	\$67.70	\$69.73	\$71.82	\$74.69
4	Analyst, Data Quality	\$93.48	\$96.28	\$99.17	\$103.13
5	Application Systems Analyst/Programmer, Principal	\$98.38	\$101.33	\$104.37	\$108.54
6	Application Systems Analyst/Programmer, Sr	\$84.03	\$86.55	\$89.15	\$92.72
7	Application Systems Analyst/Programmer	\$74.79	\$77.03	\$79.34	\$82.51
8	Data Architect, Principal	\$117.64	\$121.17	\$124.80	\$129.80
9	Data Base Administrator, Princ.	\$114.97	\$118.42	\$121.97	\$126.85
10	Data Base Administrator, Senior	\$109.36	\$112.64	\$116.02	\$120.66
11	Data Base Administrator	\$100.02	\$103.02	\$106.11	\$110.36
12	Data Base Programmer Analyst, Principal	\$118.44	\$121.99	\$125.65	\$130.68
13	Data Base Programmer Analyst	\$98.15	\$101.09	\$104.13	\$108.29
14	Data Modeler, Principal	\$134.82	\$138.86	\$143.03	\$148.75
15	Data Modeler, Senior	\$123.39	\$127.10	\$130.91	\$136.14
16	Data Modeler	\$102.82	\$105.91	\$109.09	\$113.45
17	Data Warehousing Architect	\$135.54	\$139.60	\$143.79	\$149.54
18	Data Warehousing Meta Data Administrator	\$93.48	\$96.28	\$99.17	\$103.13
19	Data Warehousing Programmer	\$76.65	\$78.95	\$81.31	\$84.57
20	Data Warehousing Specialist	\$123.39	\$127.10	\$130.91	\$136.14
21	Documentation Specialist, Principal	\$80.55	\$82.97	\$85.46	\$88.87
22	Documentation Specialist, Senior	\$65.44	\$67.40	\$69.42	\$72.20

23	Documentation Specialist	\$52.35	\$53.92	\$55.54	\$57.76
24	E-Commerce Engineer	\$91.61	\$94.35	\$97.18	\$101.07
25	E-Commerce Planner/Designer	\$102.82	\$105.91	\$109.09	\$113.45
26	Economist/Statistician	\$132.73	\$136.72	\$140.82	\$146.45
27	Facilitator/Trainer	\$86.00	\$88.58	\$91.23	\$94.88
28	Functional Analyst, Principal	\$104.28	\$107.41	\$110.63	\$115.06
29	Functional Analyst, Senior	\$88.80	\$91.46	\$94.21	\$97.98
30	Functional Analyst	\$72.39	\$74.56	\$76.80	\$79.87
31	Information Science Specialist	\$213.70	\$220.12	\$226.72	\$235.79
32	Info Systems Security Specialist, Principal	\$147.09	\$151.50	\$156.04	\$162.29
33	Info Systems Security Specialist, Senior	\$102.81	\$105.90	\$109.08	\$113.44
34	Info Systems Security Specialist	\$72.92	\$75.10	\$77.36	\$80.45
35	Internet/Intranet Specialist	\$95.35	\$98.21	\$101.15	\$105.20
36	Program/Project Manager	\$142.60	\$146.87	\$151.28	\$157.33
37	Quality Assurance Specialist	\$79.45	\$81.83	\$84.29	\$87.66
38	Quality Engineer	\$89.74	\$92.43	\$95.20	\$99.01
39	Software Tester	\$76.65	\$78.95	\$81.31	\$84.57
40	Software/Network Technician	\$56.17	\$57.85	\$59.59	\$61.97
41	Statistical Analysis Software Specialist	\$88.80	\$91.46	\$94.21	\$97.98
42	Subject Matter Expert	\$164.53	\$169.47	\$174.55	\$181.53
43	Systems/Software Engineer, Principal	\$111.70	\$115.05	\$118.50	\$123.24
44	Systems/Software Engineer	\$85.39	\$87.95	\$90.59	\$94.21
45	Technical Writer/Editor, Principal	\$78.31	\$80.66	\$83.08	\$86.40
46	Technical Writer/Editor, Senior	\$67.31	\$69.33	\$71.41	\$74.26
47	Technical Writer/Editor	\$51.40	\$52.94	\$54.53	\$56.71
48	Training Administrator	\$97.21	\$100.13	\$103.14	\$107.26
49	Training Manager	\$109.36	\$112.64	\$116.02	\$120.66
50	Web Application Developer, Principal	\$101.30	\$104.34	\$107.47	\$111.77
51	Web Application Developer	\$86.00	\$88.58	\$91.23	\$94.88
52	Web Architect/Engineer	\$65.44	\$67.40	\$69.42	\$72.20

CLIENT SITE RATES

	LABOR CATEGORIES	GSA RATES WITH .75% IFF			
		16-Oct-04 15-Oct-05	16-Oct-05 15-Oct-06	16-Oct-06 15-Oct-07	16-Oct-07 15-Oct-08
1	Analyst, Principal	\$89.33	\$92.01	\$94.78	\$98.57
2	Analyst, Senior	\$74.78	\$77.02	\$79.33	\$82.50
3	Analyst	\$62.67	\$64.55	\$66.49	\$69.15
4	Analyst, Data Quality	\$86.43	\$89.02	\$91.69	\$95.36
5	Application Systems Analyst/Programmer, Principal	\$91.04	\$93.77	\$96.58	\$100.45
6	Application Systems Analyst/Programmer, Sr	\$77.78	\$80.11	\$82.51	\$85.81
7	Application Systems Analyst/Programmer	\$69.15	\$71.22	\$73.36	\$76.29
8	Data Architect, Principal	\$109.76	\$113.05	\$116.44	\$121.10
9	Data Base Administrator, Princ.	\$106.31	\$109.50	\$112.78	\$117.29
10	Data Base Administrator, Senior	\$101.12	\$104.15	\$107.28	\$111.57
11	Data Base Administrator	\$92.47	\$95.24	\$98.10	\$102.02
12	Data Base Programmer Analyst, Principal	\$109.49	\$112.78	\$116.16	\$120.81
13	Data Base Programmer Analyst	\$90.75	\$93.48	\$96.28	\$100.13
14	Data Modeler, Principal	\$124.64	\$128.38	\$132.23	\$137.52
15	Data Modeler, Senior	\$114.09	\$117.51	\$121.03	\$125.87
16	Data Modeler	\$95.07	\$97.92	\$100.86	\$104.89
17	Data Warehousing Architect	\$125.32	\$129.07	\$132.95	\$138.26
18	Data Warehousing Meta Data Administrator	\$86.43	\$89.02	\$91.69	\$95.36
19	Data Warehousing Programmer	\$70.86	\$72.99	\$75.18	\$78.18
20	Data Warehousing Specialist	\$114.09	\$117.51	\$121.03	\$125.87
21	Documentation Specialist, Principal	\$74.55	\$76.79	\$79.09	\$82.25
22	Documentation Specialist, Senior	\$60.49	\$62.31	\$64.18	\$66.75
23	Documentation Specialist	\$48.39	\$49.84	\$51.34	\$53.39
24	E-Commerce Engineer	\$84.69	\$87.23	\$89.85	\$93.44
25	E-Commerce Planner/Designer	\$95.07	\$97.92	\$100.86	\$104.89
26	Economist/Statistician	\$122.72	\$126.40	\$130.19	\$135.40
27	Facilitator/Trainer	\$79.51	\$81.90	\$84.35	\$87.73

28	Functional Analyst, Principal	\$96.52	\$99.41	\$102.39	\$106.49
29	Functional Analyst, Senior	\$82.10	\$84.56	\$87.10	\$90.59
30	Functional Analyst	\$67.01	\$69.02	\$71.09	\$73.93
31	Information Science Specialist	\$222.25	\$228.92	\$235.79	\$245.22
32	Info Systems Security Specialist, Principal	\$135.94	\$140.02	\$144.22	\$149.99
33	Info Systems Security Specialist, Senior	\$95.05	\$97.90	\$100.84	\$104.87
34	Info Systems Security Specialist	\$67.41	\$69.43	\$71.51	\$74.38
35	Internet/Intranet Specialist	\$88.15	\$90.80	\$93.52	\$97.26
36	Program/Project Manager	\$131.81	\$135.76	\$139.84	\$145.43
37	Quality Assurance Specialist	\$73.45	\$75.65	\$77.92	\$81.04
38	Quality Engineer	\$82.97	\$85.46	\$88.03	\$91.55
39	Software Tester	\$70.86	\$72.99	\$75.18	\$78.18
40	Software/Network Technician	\$51.92	\$53.47	\$55.08	\$57.28
41	Statistical Analysis Software Specialist	\$82.10	\$84.56	\$87.10	\$90.59
42	Subject Matter Expert	\$171.12	\$176.25	\$181.54	\$188.80
43	Systems/Software Engineer, Principal	\$103.27	\$106.36	\$109.56	\$113.94
44	Systems/Software Engineer	\$78.93	\$81.29	\$83.73	\$87.08
45	Technical Writer/Editor, Principal	\$72.48	\$74.66	\$76.90	\$79.98
46	Technical Writer/Editor, Senior	\$62.22	\$64.09	\$66.01	\$68.65
47	Technical Writer/Editor	\$47.53	\$48.95	\$50.42	\$52.44
48	Training Administrator	\$89.88	\$92.58	\$95.35	\$99.17
49	Training Manager	\$101.12	\$104.15	\$107.28	\$111.57
50	Web Application Developer, Principal	\$93.77	\$96.59	\$99.48	\$103.46
51	Web Application Developer	\$79.51	\$81.90	\$84.35	\$87.73
52	Web Architect/Engineer	\$58.17	\$59.92	\$61.72	\$64.18

15.B. LABOR CATEGORY DESCRIPTIONS

Analyst, Principal		
Line Item # 01		
Minimum/General Experience: 7 years of experience in an area related to project subject area, or in the analysis of data, identification of problems, and formulation of potential solutions.		
<p>Functional Responsibility: Conduct studies, assessments, and research. Conduct literature reviews. Prepare summary reports, briefings, and presentations of analytical results. Use computer tools and software as needed to summarize and present results of the analysis.</p> <p>Review data, research existence of similar efforts, draw conclusions, develop and abstract, identify assumptions, and present findings. Support research and program management efforts as needed. Interpret business requirements and translate to automated solutions for the construction of computer-based systems. Provide advice and guidance in assessing alternative implementations of functional requirements. Design a system architecture to support the requirements in an optimal way within the proposed technical environment.</p> <p>Document plans and designs for system construction.</p>		
Analyst, Senior		
Line Item # 02		
Minimum/General Experience: 4 years of proven analytical work in relevant subject area.		
<p>Functional Responsibility: Applies analytical skills to support process improvement, studies and analysis projects. Typical duties include analysis, planning, establishment of requirements, functional modeling, development of procedures, development of functional architectures, and other related management and technical duties. Possesses expertise in specialty areas.</p>		
Analyst		
Line Item # 03		
Minimum/General Experience: 2 years of experience in an area related to project subject area, or in the analysis of data, identification of problems, and formulation of potential solutions.		
<p>Functional Responsibility: Conduct studies, assessments, and research. Conduct literature reviews. Prepare summary reports, briefings, and presentations of analytical results. Use computer tools and software as needed to summarize and present results of the analysis.</p> <p>Review data, research existence of similar efforts, draw conclusions, develop and abstract, identify assumptions, and present findings. Support research and program management efforts as needed. Interpret business requirements and translate to automated solutions for the construction of computer-based systems. Provide advice and guidance in assessing alternative implementations of functional requirements. Design a system architecture to support the requirements in an optimal way within the proposed technical environment.</p> <p>Document plans and designs for system construction.</p>		

Analyst, Data Quality		
Line Item # 04		
<p>Minimum/General Experience: 5 years of experience in analysis of data based systems, including use of methods and tools to assess data reliability. Demonstrated knowledge of database systems. Experience in extracting data from multiple systems and creating reports for management. Knowledge of full life-cycle software development processes and testing methods.</p>		
<p>Functional Responsibility: Analyze system plans and implemented systems to assess the validity of derived data based on requirements for time and source dimensions of data points used in data derivation process. Measure the risk for data error, identify risks of data integrity corruption, and develop test procedures to validate assumptions. Work with managers requiring system information and with technical staff to identify and resolve potential data quality issues. Prepare reports and presentations, and develop plans for data integrity risk management.</p>		
Application Systems Analyst/Programmer, Principal		
Line Item # 05		
<p>Minimum/General Experience: 7 years in information systems development and design. At least one year of hands-on programming experience.</p>		
<p>Functional Responsibility: Assist in the design of effective computer-based information systems. Contribute to the assessment of alternative information architectures. Develop project plans and timelines, strategies for development, and risk assessments. Conducts software product assessments and functionality tests. Develops test criteria for ensuring system performance and functionality. Provides program management support in subject areas pertaining to information systems and information management technologies.</p>		
Application Systems Analyst/Programmer, Senior		
Line Item # 06		
<p>Minimum/General Experience: 4 years in information systems development and design. At least one year of hands-on programming experience.</p>		
<p>Functional Responsibility: Assist in the design of effective computer-based information systems. Contribute to the assessment of alternative information architectures. Develop project plans and timelines, strategies for development, and risk assessments. Conducts software product assessments and functionality tests. Develops test criteria for ensuring system performance and functionality. Provides program management support in subject areas pertaining to information systems and information management technologies.</p>		

Application Systems Analyst/Programmer		
Line Item # 07		
Minimum/General Experience: 2 years in information systems development and design. At least one year of hands-on programming experience.		
Functional Responsibility: Assist in the design of effective computer-based information systems. Contribute to the assessment of alternative information architectures. Develop project plans and timelines, strategies for development, and risk assessments. Conducts software product assessments and functionality tests. Develops test criteria for ensuring system performance and functionality. Provides program management support in subject areas pertaining to information systems and information management technologies.		
Data Architect, Principal		
Line Item # 08		
Minimum/General Experience: 7 years experience in complex technical environments. Experience in researching, evaluating and implementing DBMS (Oracle, DB2, Informix, Sybase, etc.) and supporting tools as new corporate standards. Includes 3 years experience in researching and evaluating infrastructure products. Skilled in the use of one or more of the standard CASE data modeling tools.		
Functional Responsibility: Evaluates and selects DBMS and supporting tools. Determines the architectural vision, research alternatives, selection of product standards, and the development of appropriate guidelines. Works with and influences other architecture domains.		
Data Base Administrator, Principal		
Line Item # 09		
Minimum/General Experience: 7 years DBA experience in database systems and data retrieval. Including 3 years experience with one of the major commercial RDBMs. Possess and understanding and knowledge of the principles and methodologies associated with program management, quality assurance metrics and techniques, and configuration management.		
Functional Responsibility: Provides highly technical expertise and guidance in the design, implementation, operation, and maintenance of DBMS. Evaluates and recommends available DBMS products after matching requirements with system capabilities. Determines file organization, indexing methods, and security procedures for specific application. Assists with the design and use of databases. May control the global view of databases, controls access to the databases, assures the safekeeping of the databases (from accidental or intentional damage or loss), and monitors database use. Assists in defining database administration policies, procedures, standards, and guidelines. Evaluates and recommends DBMS products.		

Data Base Administrator, Senior		
Line Item # 10		
<p>Minimum/General Experience: 4 years DBA experience with one or more of the following DBMS platforms: DB2, Informix, Sybase, SQL Server, Oracle. Experience with database-oriented client/server development tools and techniques.</p>		
<p>Functional Responsibility: Performs all administrative functions in support of the database. Directs the work of the technical staff. Controls access to the database, ensures the safekeeping of the data, monitors the use, and develop standards, procedures and conventions for use. Performs system application and software installation, testing, recovery and reorganization and configuration management and deployment of application software. Manages the database work procedures. Addresses quality assurance policies and issues, and reports on quality related issues and problems. Make recommendations for procedural changes when necessary to ensure software releases meet quality standards. Train operators in the use of the database.</p>		
Data Base Administrator		
Line Item # 11		
<p>Minimum/General Experience: 2 years DBA experience with one or more of the following DBMS platforms: DB2, Informix, Sybase, SQL Server, or Oracle.</p>		
<p>Functional Responsibility: Performs all administrative functions in support of the database. Performs system application and software installation, testing, recovery and reorganization and configuration management and deployment of application software. Assists with the database work procedures, quality assurance policies and issues, and reports on quality related issues and problems. Assists with recommendations for procedural changes when necessary to ensure software releases meet quality standards.</p>		
Data Base Programmer Analyst, Principal		
Line Item # 12		
<p>Minimum/General Experience: 7 years of experience in information systems, with at least 4 year experience in data modeling techniques, data modeling design, normalization, and construction using CASE tools. Knowledge of IE and IDEF symbols and conventions in data model construction.</p>		
<p>Functional Responsibility: Under general direction, designs, implements and maintains moderately complex applications that access and update databases. Performs software performance optimization based on operating system, access methods, access time, device allocation, validation checks, organization, and statistical methods. Maintains existing applications. Interfaces with data administration professionals, and with software end-users.</p>		

Data Base Programmer Analyst		
Line Item # 13		
<p>Minimum/General Experience: 2 years of experience in information systems, with at least 1 year experience in data modeling techniques, data modeling design, normalization, and construction using CASE tools. Knowledge of IE and IDEF symbols and conventions in data model construction.</p> <p>Functional Responsibility: Under general direction, designs, implements and maintains moderately complex applications that access and update databases. Performs software performance optimization based on operating system, access methods, access time, device allocation, validation checks, organization, and statistical methods. Maintains existing applications. Interfaces with data administration professionals, and with software end-users.</p>		
Data Modeler, Principal		
Line Item # 14		
<p>Minimum/General Experience: 5 years experience in the design of information systems, to include at least 3 years of progressively responsible data modeling experience. Proven skills in the use of CASE tools for data modeling, understanding of data normalization processes and purpose, and ability to represent business rules using standard IDEF or IE modeling conventions and diagrams.</p> <p>Functional Responsibility: Lead data modeling efforts for complex systems and business areas, conduct data modeling facilitated consensus building workshops to identify standard definitions for data elements, and achieve agreement on business rules related to data relationships.</p>		
Data Modeler, Senior		
Line Item # 15		
<p>Minimum/General Experience: 4 years experience in the development of data models. Experience with data modeling tools, such as Erwin, SQL Language, and CASE Tools.</p> <p>Functional Responsibility: Develops logical and physical data models, coordinates data model development with end users and application developers. Collects data requirement and analyses requirements and data models for structure and usability. Designs data conversion processes and developments. Works to develop and enhance data standards and workflow.</p>		

Data Modeler		
Line Item # 16		
<p>Minimum/General Experience: 2 years of experience in information systems, with at least 1 year experience in data modeling techniques, data modeling design, normalization, and construction using CASE tools. Knowledge of IE and IDEF symbols and conventions in data model construction.</p>		
<p>Functional Responsibility: Participates in group sessions for requirements definition, captures business requirements using data modeling diagrams, composes data dictionaries, normalizes existing data models, assists in model interpretation and updates, coordinates with database administrator or software development staff to accurately generate a physical de-normalized model consistent with business rules.</p>		
Data Warehousing Architect		
Line Item # 17		
<p>Minimum/General Experience: 7 years of experience with full life cycle software development database management applications, executive information systems, or decision support system tools. At least 3 years of experience in the development of data warehouses.</p>		
<p>Functional Responsibility: Develops data warehouse architecture planning definition. Identifies necessary components of data warehouse solution to satisfy objectives. Implements required connectivity to activate data warehouse solution. Coordinates data warehouse solution implementation with other 3rd party tools as required. Provides oversight and management to technical teams, as needed. Interfaces with business users to ensure warehoused data supports business objectives and that executive information system functions are supported.</p>		
Data Warehousing Meta Data Administrator		
Line Item # 18		
<p>Minimum/General Experience: 5 years of experience in analysis of data based systems, including use of methods and tools to assess data reliability. Demonstrated knowledge of database systems. Experience in extracting data from multiple systems and creating reports for management. Knowledge of full life-cycle software development processes and testing methods.</p>		
<p>Functional Responsibility: Analyze system plans and implemented systems to assess the validity of derived data based on requirements for time and source dimensions of data points used in data derivation process. Measure the risk for data error, identify risks of data integrity corruption, and develop test procedures to validate assumptions. Work with managers requiring system information and with technical staff to identify and resolve potential data quality issues. Prepare reports and presentations, and develop plans for data integrity risk management.</p>		

Data Warehousing Programmer		
Line Item # 19		
Minimum/General Experience: 2 years of experience including knowledge of database technologies.		
Functional Responsibility: Assists in the data design, database architecture, metadata and repository creation. Performs as an analyst, developer, and user of data mining and data analysis tools. Designs, develops, and maintains databases. Reviews data loaded into the data warehouse for accuracy. Responsible for preparation of system requirements, analysis, and design throughout the data warehouse implementation. Interacts with user community to produce reporting requirements.		
Data Warehousing Specialist		
Line Item # 20		
Minimum/General Experience: 5 years of experience with full life cycle software development, database management applications, executive information systems, or decision support system tools. At least one year of experience in the development of a data warehouse. Demonstrated understanding of programmatic or data issues in multiple computer-host environments.		
Functional Responsibility: Designs and develops interfaces between systems feeding data warehouse and target database system. Evaluates and recommends OLAP or ROLAP tools, data mining tools, and data quality assurance tools. Programs tool interfaces, various programming language with embedded SQL, designs or contributes to the design of star schema data models and metadata databases.		
Documentation Specialist, Principal		
Line Item # 21		
Minimum/General Experience: 7 years experience in applications and systems documentation. Experience with and thorough knowledge of whether Government Printing Office or commercial documentation standards are appropriate to the assignment.		
Functional Responsibility: Under general direction, is responsible for preparing and/or maintaining systems, programming and operations documentation, procedures and methods, including user manuals, reference manuals, etc. Maintains a current internal documentation library. Provides or coordinates special documentation services as required. Competent to work at the highest level of all phases of documentation. May act as project leader for large jobs.		

Documentation Specialist, Senior		
Line Item # 22		
<p>Minimum/General Experience: 5 years experience in applications and systems documentation. Experience with and thorough knowledge of whether Government Printing Office or commercial documentation standards are appropriate to the assignment.</p> <p>Functional Responsibility: Under general direction, is responsible for preparing and/or maintaining systems, programming and operations documentation, procedures and methods, including user manuals, reference manuals, etc. Maintains a current internal documentation library. Provides or coordinates special documentation services as required. Competent to work at the highest level of all phases of documentation. May act as project leader for large jobs.</p>		
Documentation Specialist		
Line Item # 23		
<p>Minimum/General Experience: 2 years experience in applications and systems documentation. Experience with and through knowledge of wither Government Printing Office or commercial documentation standards appropriate to the assignment.</p> <p>Functional Responsibility: Responsible for content of technical documentation. Participates in the development of documentation standards. Continually monitors system changes to ascertain effects on system documentation.</p>		
E-Commerce Engineer		
Line Item # 24		
<p>Minimum/General Experience: 2 years of development experience and an enthusiasm to work in an e-commerce environment.</p> <p>Functional Responsibility: responsible for creating technical specifications, code and unit tests to solve required business needs; Integrating existing Wholesale Network Accounting DB; Design, extend existing, and develop custom objects/APIs in C ; Requires a BS or equivalent experience in addition to Required skills are Relational Databases, SQL (Oracle preferred); C Programming in a UNIX environment; Network Programming; Detailed systems analysis and requirements; Unix experience; Oracle tools; Portal's Infranet; RADIUS</p>		

E-Commerce Planner/Designer		
Line Item # 25		
<p>Minimum/General Experience: 7 years of experience, including systems analysis, system development, full life cycle development with e-commerce or EDI applications. Two years systems analysis experience. Solid project development and management skills from requirements analysis through implementation. Ability to multi-task across several project, enhancement, and problem solving opportunities.</p>		
<p>Functional Responsibility: Interfaces with clients to determine e-commerce requirements, integrates e-commerce ERP Software.</p>		
Economist/Statistician		
Line Item # 26		
<p>Minimum/General Experience: 5 years experience in economic data analysis, cost-benefit analysis and statistical analysis using programs such as SAS, SPSS and LimDep. Experience using survey data, writing computer programs for customized analysis.</p>		
<p>Functional Responsibility: Uses survey data of all sizes to analyze impact of government programs on various groups. When 'canned' software is not available to do desired analysis, writes custom computer programs. Designs and creates custom databases for research and policy analysis. Writes reports on results of analysis for policy analysts, decision makers and economists. Works under only general guidance. Experience supervising junior staff.</p>		
Facilitator/Trainer		
Line Item # 27		
<p>Minimum/General Experience: 2 years experience in facilitating joint meetings or 2 years experience in training.</p>		
<p>Functional Responsibility: Organize and run meetings that are to develop requirements and/or business models. Organize and run training programs.</p>		
Functional Analyst, Principal		
Line Item # 28		
<p>Minimum/General Experience: 7 years of experience in the program management, supervisory or oversight responsibility in a subject area pertinent to the project. Demonstrated knowledge in the planning and implementation of projects related to the subject area required for the project.</p>		
<p>Functional Responsibility: Provide advice and guidance in project related to specific subject areas, conduct analysis and assessments of process, plans, and operations related to a specific subject area. Develop recommendations, compile documents, and present briefings related to project subject area. Coordinate workgroup efforts related to subject area.</p>		

Functional Analyst, Senior		
Line Item # 29		
<p>Minimum/General Experience: 5 years of experience in the program management, supervisory or oversight responsibility in a subject area pertinent to the project. Demonstrated knowledge in the planning and implementation of projects related to the subject area required for the project.</p>		
<p>Functional Responsibility: Provide advice and guidance in project related to specific subject areas, conduct analysis and assessments of process, plans, and operations related to a specific subject area. Develop recommendations, compile documents, and present briefings related to project subject area. Coordinate workgroup efforts related to subject area.</p>		
Functional Analyst		
Line Item # 30		
<p>Minimum/General Experience: 2 years of experience in the program management, supervisory or oversight responsibility in a subject area pertinent to the project. Demonstrated knowledge in the planning and implementation of projects related to the subject area required for the project.</p>		
<p>Functional Responsibility: Provide advice and guidance in project related to specific subject areas, conduct analysis and assessments of process, plans, and operations related to a specific subject area. Develop recommendations, compile documents, and present briefings related to project subject area. Coordinate workgroup efforts related to subject area.</p>		
Information Science Specialist		
Line Item # 31		
<p>Minimum/General Experience: At least 3 years wide-ranging experience in the field of information science. Experience should include indexing and working with thesauri/controlled vocabularies, and extracting information science requirements (User, content to be managed, search interface) so that solution installed ultimately meets Client delivery expectations.</p>		
<p>Functional Responsibility: Indexing and working with thesauri/ controlled vocabularies, and extracting information science requirements (User, content to be managed, search interface) so that solution installed ultimately meets Client delivery expectations.</p>		

Info Systems Security Specialist, Principal		
Line Item # 32		
<p>Minimum/General Experience: 10 years experience in designing, developing, engineering, or implementing computer security solutions. 5 years experience in defining or evaluating computer security systems or products. 2 years experience in directing security system technologists in the definition, design and development of security systems.</p>		
<p>Functional Responsibility: Design, develop, implement, and maintain information security related software packages, utilities, and monitoring systems for client/server, local and wide area networks, and distributed systems. Function as technical security expert in areas relating to information security. Work with users and direct Information Systems technologists to develop security systems, processes, and policies that enhance the security and usability of systems.</p>		
Info Systems Security Specialist, Senior		
Line Item # 33		
<p>Minimum/General Experience: 5 years experience in designing, developing, engineering, or implementing computer security solutions. 2 yrs experience in defining or evaluating computer security systems or products.</p>		
<p>Functional Responsibility: Design, develop, implement, and maintain information security related software packages, utilities, and monitoring systems for client/server, local and wide area networks, and distributed systems. Function as technical security expert in areas relating to information security. Work with both users and Information Systems technologists to develop security systems, processes, and policies that enhance the security and usability of systems.</p>		
Info Systems Security Specialist		
Line Item # 34		
<p>Minimum/General Experience: 2 years experience in designing, developing, engineering, or implementing computer security solutions.</p>		
<p>Functional Responsibility: Assist with the design development, and support of the growing information security environment within the department's systems group. Work with other engineering and operations disciplines to integrate security related projects into the environment. Evaluate third party tools, technologies and products</p>		

Internet/Intranet Specialist		
Line Item # 35		
<p>Minimum/General Experience: 2 years experience in the development of Intranet/Internet applications such as home pages, interfaces with databases, and security. Proficient with Hyper Text Markup Language (HTML), JAVA, or other Internet/Intranet application engines as required.</p> <p>Functional Responsibility: Develops Internet/Intranet applications to present the client to the outside world and to provide the client easy access to other Internet services. Develops home pages. Implements interfaces to allow outside users to access client databases and other information sources. Evaluate fire-walls and other Internet access tools. Implements evaluated tools and topologies as directed.</p>		
Program/Project Manager		
Line Item # 36		
<p>Minimum/General Experience: 10 years of progressively more responsible experience in functional or technical field, with recognized expertise in a specialty area of interest to a project. Demonstrated knowledge in the planning and implementation of projects.</p> <p>Functional Responsibility: Serves as a Contract manager and is an authorized point of contact with the government Contracting Officer. Interfaces with government management personnel, contract managers, and customer agency representatives. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work quality, communicating policies, purposes, and goals of the organization to subordinates. Responsible for overall management of a specific Delivery Order.</p>		
Quality Assurance Specialist		
Line Item # 37		
<p>Minimum/General Experience: Three years experience with accepted software engineering practices. Two years experience in info systems technical writing and document preparation.</p> <p>Functional Responsibility: Under limited supervision, carries out procedures to ensure that all information systems products and services meet minimum company standards and end-user requirements. Thoroughly tests software to ensure proper operation and freedom from defects. Documents all problems and work to resolve them; reports progress on problem resolution to management. Devises improvements to current procedures and develops models of possible future configurations. Performs work flow analysis and recommends quality improvements. Typically reports to Quality Assurance Manager.</p>		

Quality Engineer		
Line Item # 38		
<p>Minimum/General Experience: 5 years experience in info systems technical writing and document preparation. 2 years experience with accepted software engineering practices. 1 year experience supervising personnel</p> <p>Functional Responsibility: Organizes and maintains all quality assurance documentation required. Responsible for ensuring compliance with recognized standards and practices. Reviews all documentation for completeness, accuracy, and correctness. Supports the test and integration personnel as a witness to testing requirements. Certifies that deliverables have met all quality requirements. Possess experience with accepted software engineering practices such as Failure Mode, Effect, Criticality and Analysis, and Metrics and Measurement. Has a thorough understanding and knowledge of the principles and methodologies associated with program management and configuration management.</p>		
Software Tester		
Line Item # 39		
<p>Minimum/General Experience: 4 years experience in software related tasks, including 2 years of software testing. Familiarity of testing techniques.</p> <p>Functional Responsibility: Work with software developers to develop and document test criteria, and to identify software system functions to be tested. Conduct product testing following an established and documented protocol. Identify software malfunctions with respect to expected functionality and performance. Document test outcomes. Develop test plans.</p>		
Software/Network Technician		
Line Item # 40		
<p>Minimum/General Experience: 2 years experience in modifying, developing, installing, configuring, or testing software or 2 years experience in data communications troubleshooting. Extensive knowledge of network management software and Personal Compute/Local Area Network (PC/LAN) communications hardware and software in a multi-protocol environment.</p> <p>Functional Responsibility: Develop, maintain, install, configure, or test application or system software. Conduct off-the-shelf product benchmarks and evaluations. Assist end-users in troubleshooting or using off-the-shelf software. Monitors and responds to complex technical hardware and software problems utilizing a variety of testing tools and techniques. Acts as the primary interface with vendor support service groups or provides internal analysis and support to ensure proper escalation during outages or periods of degraded system performance. May provide server support.</p>		

Statistical Analysis Software Specialist		
Line Item # 41		
<p>Minimum/General Experience: 1 year experience in analysis of data using computer software tools and off-the-shelf packages such as SAS (Statistical Analysis System) from the SAS Institute, Inc. or SPSS (Statistical Analysis for the Social Sciences) from SPSS, Inc.</p>		
<p>Functional Responsibility: Support studies, research, and data with univariate and multi-variate analysis methods. Perform data manipulation, summarization, and reporting using a statistical analysis software tool. Review existing programs and computer-based procedures, and document the programs and procedures, as needed. Provide instruction to customers and fellow staff in the use of software tools as needed to conduct specific analyses.</p>		
Subject Matter Expert		
Line Item # 42		
<p>Minimum/General Experience: 10 years of specialized technical experience in a functional area of expertise. Must have at least a Master Degree in related subject matter.</p>		
<p>Functional Responsibility: Provides expert consultative support to a functional technical area of the project. Develops solutions to complex problems. Works closely with the information technologists to identify the best technological solution to technical issues.</p>		
Systems/Software Engineer, Principal		
Line Item # 43		
<p>Minimum/General Experience: 7 years of experience in the design, planning, or re-engineering of information systems or software. At least 2 years of experience with established information engineering or business process re-engineering methodologies. At least 2 years experience with customer interface and requirements gathering. Knowledge of process and data modeling. Familiarity with full life-cycle of software development.</p>		
<p>Functional Responsibility: Coordinate and facilitate joint application development (JAD) efforts, document functional requirements, design automated solutions, logic flow process diagrams, and algorithms as appropriate. Develop plans for the integration of proposed systems to existing functional and data environments, coordinate planning and implementation activities to ensure that engineered software, software interfaces, or integration designs result in envisioned benefits.</p>		

Systems/Software Engineer		
Line Item # 44		
<p>Minimum/General Experience: 4 years of experience in the design, planning, or re-engineering of information systems or software. At least 1 year of experience with established information engineering or business process re-engineering methodologies. At least 1 year experience with customer interface and requirements gathering. Knowledge of process and data modeling. Familiarity with full life-cycle of software development.</p>		
<p>Functional Responsibility: Coordinate and facilitate joint application development (JAD) efforts, document functional requirements, design automated solutions, logic flow process diagrams, and algorithms as appropriate. Develop plans for the integration of proposed systems to existing functional and data environments, coordinate planning and implementation activities to ensure that engineered software, software interfaces, or integration designs result in envisioned benefits.</p>		
Technical Writer/Editor, Principal		
Line Item # 45		
<p>Minimum/General Experience: 7 years technical writing and editing experience.</p>		
<p>Functional Responsibility: Responsible for content of technical documentation. Checks author's document for spelling, grammar and content problems (e.g., missing instructions or sections, redundant or unnecessary sections). Accuracy of content may fall under this job, or may fall under the programmer, depending on the expertise of the editor. Ensures that documents follow the style laid out in the company's style guide. May also be responsible for maintaining the style guide; suggests revisions to the style guide as appropriate. Editor is often a technical writer who has moved to this position. Note: This description is for a technical editor in a large software house or an editor in a technical lab which produces papers for publication. Newsletter, newspaper or magazine editors should not be matched to this job.</p>		
Technical Writer/Editor, Senior		
Line Item # 46		
<p>Minimum/General Experience: 5 years technical writing and editing experience.</p>		
<p>Functional Responsibility: Responsible for content of technical documentation. Checks author's document for spelling, grammar and content problems (e.g., missing instructions or sections, redundant or unnecessary sections). Accuracy of content may fall under this job, or may fall under the programmer, depending on the expertise of the editor. Ensures that documents follow the style laid out in the company's style guide. May also be responsible for maintaining the style guide; suggests revisions to the style guide as appropriate. Editor is often a technical writer who has moved to this position. Note: This description is for a technical editor in a large software house or an editor in a technical lab which produces papers for publication. Newsletter, newspaper or magazine editors should not be matched to this job.</p>		

Technical Writer/Editor		
Line Item # 47		
Minimum/General Experience: 2 years technical writing and editing experience.		
Functional Responsibility: Gathers, analyzes, and composes technical information required for preparation of user manuals. Training materials, installation guides, proposals, reports, etc. Edits functional descriptions, system specifications, user manuals, special reports, or any other customer deliverables and documents. Conducts research and ensures the use of proper technical terminology. Translates technical information into clear, readable documents to be used by technical and non-technical personnel.		
Training Administrator		
Line Item # 48		
Minimum/General Experience: 4 years experience in training programs.		
Functional Responsibility: Administers, organizes, and conducts company training programs for clerical, supervisory, technical, and lower-level management personnel. Researches, plans, organizes, and conducts training programs, seminars, and conferences for clerical, supervisory, technical, and lower-level management personnel. Assists with preparing and administering various training programs. Administers and evaluates training program qualification tests and determines eligibility of prospective attendees. Prepares and distributes training aids such as instructional material, handouts, evaluation forms, and visual aids; sets up audiovisual equipment and makes presentations when necessary. Contacts attendees and department representatives about training program.		
Training Manager		
Line Item # 49		
Minimum/General Experience: 7 years experience with training programs, including 2 years work in the development and evaluation of training materials.		
Functional Responsibility: Develops, writes, and coordinates training manuals working with Specialists for specific details. The training manuals should include: course content, visual charts, videotapes, slides, etc. Types initial and/or final drafts of manuals. Prepares training videotapes and or/ films; maintains library of video and film training aids. Schedules training sessions within individual training programs ensuring facility setup, audiovisual setup and employee notification. Handle introductions of topic specialists at the start of training sessions and provides courses in such a way to stimulate and motivate attendees. Develops a means of measuring the effectiveness of divisional training programs through testing, etc.		

Web Application Developer, Principal		
Line Item # 50		
Minimum/General Experience: 10 years of experience, including experience with design and development of websites using one or more of the following tools: HTML, NT/IIS/ASP, SQL, VB Script, Java, C++, and JavaScript.		
Functional Responsibility: Leads the design and development of high-performance web-based applications. Manages, trains, and mentors Junior Web Application Developers. Aids in the selection of hardware and software platforms for the applications. Responsible for maintaining programming standards.		
Web Application Developer		
Line Item # 51		
Minimum/General Experience: 7 years of experience, including experience with design and development of websites using one or more of the following tools: HTML, NT/IIS/ASP, SQL, VB Script, Java, C++, and JavaScript.		
Functional Responsibility: Leads the design and development of high-performance web-based applications. Manages, trains, and mentors Junior Web Application Developers. Aids in the selection of hardware and software platforms for the applications. Responsible for maintaining programming standards.		
Web Architect/Engineer		
Line Item # 52		
Minimum/General Experience: 4 years of experience, including experience with design and development of websites using one or more of the following tools: HTML, NT/IIS/ASP, SQL, VB Script, Java, C++, and JavaScript.		
Functional Responsibility: Designs and develops high-performance web-based applications.		

16. DESCRIPTION OF PRODUCTS AND PRODUCT PRICING

The following pages identify the types of Software Products provided by AQUAS, Inc. that are available through this Schedule contract.

16.A. GENERAL SOFTWARE AND HARDWARE PRODUCTS

AQUAS Inc. can also supply common off-the-shelf hardware and software. Please mail, fax, or e-mail your list of requirements and we will gladly respond with an attractive quote.

Mail:

AQUAS Inc.
4833 Rugby Avenue, Suite 500
Bethesda, MD 20814

Fax:

(301) 654-4004

E-mail:

fortiz@aquasinc.com

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

(_____ Insert Customer Name _____)

In the spirit of the Federal Acquisition Streamlining Act

(_____ Agency _____) 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 Government that works better and costs less.

Signatures

AGENCY

DATE

CONTRACTOR

DATE

BPA NUMBER _____.

(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT

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

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**

Delivery:

DELIVERY DESTINATION

DELIVERY SCHEDULE/DATES

The Government estimates, but does not guarantee, that the volume of purchases through this agreement will be _____.

This BPA does not obligate any funds.

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

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

OFFICE

POINT OF CONTACT

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

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:

- 1) Name of Contractor;
- 2) Contract Number;
- 3) BPA Number;

- 4) Model Number or National Stock Number (NSN);
- 5) Purchase Order Number;
- 6) Date of Purchase;
- 7) 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
- 8) Date of Shipment.

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.

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

BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”

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

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

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

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

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

Here is a general outline on how it works:

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

III. INTRODUCTION TO AQUAS, INCORPORATED

Corporate Profile

AQUAS, Inc. delivers knowledge and information management solutions based on outcomes of business process re-engineering (BPR) and requirements analysis.

Established in 1990, it received the U.S. Small Business Administration 8(a) program certification in 1997, as a Hispanic woman-owned small business. In the year 2000, AQUAS was a State of Maryland Blue Chip Award recipient. AQUAS is also certified in the State of Maryland as an MBE, and in Montgomery County as a small business enterprise. Because of our previous work in Arizona, we have an active certification from the City of Phoenix.

AQUAS relational database and information management solutions are based on business needs and objectives. We provide facilitation services for consensus building, buy in and Joint Application Design (JAD). AQUAS develops user applications on the

Internet, and constructs rapid application development (RAD) prototypes to support proofs of concept. Dedicated to open systems connectivity, we offer expertise in J2EE environments, JSP and WebLogic Server, Portal applications, and XML portability. Our technical staff is also proficient in ASP, HTML, JavaScript, Java, C++, ColdFusion, and Dreamweaver. We provide expertise in ePlanet, Broadvision, and Vignette.

AQUAS constructs enterprise information architectures using modeling tools for data, activity and process. We are well versed in IDEF and use CA's ERWIN and BPWIN.

Whether the environment calls for a MS SQL Server 7/2000, Sybase or Oracle solution, our developers and database administrators are prepared with the latest technologies and techniques.

AQUAS recent projects with the Federal Government have provided services and solutions to USDA, SBA, HUD, NIST, DoD Health Affairs, HHS/AHRQ, U.S. Treasury Financial Management Services, U.S. Army and the U.S. Department of Commerce.

AQUAS has successfully supported the development of a National Water Quality Model, the construction of a pesticide alternative use model, and the re-engineering of Military Cardiology, including an analysis of integration of clinical exams data and images to support telemedicine initiatives. AQUAS led efforts to standardize clinical imaging and define the standards under DICOM/3. AQUAS worked with the National Center for Food and Agricultural Policy and the U.S. Treasury in imaging and document management efforts. AQUAS conducted an analysis and streamlining of processes related to inspection, grading, and billing for Poultry Products and Peanuts within the U.S. Department of Agriculture.

AQUAS experience in the Housing Industry includes consulting engagements and corporate performance in software development efforts at the U.S. Department of Housing and Urban Development, OFHEO, Fannie Mae, and Freddie Mac.

AQUAS' global presence in Latin America and Europe provide a good avenue for pursuing and supporting international work. Our past experience with the Pan American

Health Organization, the U.S. Agency for International Development, and project work in

Ecuador, Colombia and the Philippines provided us with exposure to consulting services in the International sector.

We hold prime ID/IQ contracts with GSA FSS IT, U.S. Department of the Treasury FMS, the U.S. Department of Commerce COMMITS, and the U.S. Department of Education MATO.

AQUAS, Inc.

An outstanding partner, and qualified 8(a) company

Capabilities:

- Process Analysis (BPR, JAD, ABC, Requirements Analysis/Definition)
- Database Solution planning, design, construction, maintenance (SYBASE, MS SQL Server, Oracle 8i)
- Web Development (Visual Studio, Java, 508 Compliance, ColdFusion, ASP)
- Structured Methods and Rapid Application Development
- CASE Tools for Business and Data Modeling, Requirements Tracking

Applications:

- Budget, Financial Management and Business systems
- Distributed Data Collection through web, hand held (PDA) devices
- Knowledge Management
- Workflow Process Management
- Tracking Systems (Correspondence, Event, Case)
- Document Imaging and Management

Types of Projects:

- Housing, Loans, and Mortgages
- Financial Management and Loan Processing
- Agricultural Industry
- Health Care
- Commerce and trade information management

Technology Partners:

Knowledge Management

Hyperwave

Smartlogik

Requirements and CM

Starbase /TBI Caliber RM

Starbase Software Engineering

U.S. Federal Govt. Prime Contracts:

- US Department of Agriculture
- US Department of Veteran Affairs
- US Department of Treasury
- US Department of Housing and Urban Development

Current ID/IQ Contracts:

- US Department of Commerce COMMITS
- GSA FSS IT Schedule
- US Treasury FMS BPA
- US Department of Education MATO
- USDA/Agricultural Marketing Services

International:

Experience with USAID, Offices in Latin America, UK and Italy associations. Technical staff w/ foreign language skills (Spanish, German, Italian, French)

Domestic Diversity:

Hispanic, woman owned corporation, LAMA, USHCC, Alliance, NMBPN, NMSDC

Certifications:

SBA 8(a) since 1997; SDB; Maryland State MBE, Montgomery County, City of Phoenix, Virginia State MBE, Amtrak MBE

Quality Practices:

SEI CMM Level 2

Staff size:

Less than 50

Contact:

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