



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

**SPECIAL ITEM NUMBER 132-45A,B, & D – HIGHLY ADAPTAVE CYBERSECURITY SERVICES**

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

FPDS Code D302 IT Systems Development Services  
FPDS Code D306 IT Systems Analysis Services  
FPDS Code D307 Automated Information Systems Design and Integration Services  
FPDS Code D308 Programming Services  
FPDS Code D310 IT Backup and Security Services  
FPDS Code D313 Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services  
FPDS Code D316 IT Network Management Services  
FPDS Code D317 Creation/Retrieval of IT Related Automated News Services, Data Services, or  
Other Information Services (All other information services belong under Schedule 76)  
FPDS Code D399 Other Information Technology Services, Not Elsewhere Classified

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

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

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

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**Contract Number: GS-35F-048DA**

**General Services Administration  
Federal Acquisition Service  
Small Business**

Period Covered by Contract: November 19, 2015 through November 18, 2020  
Pricelist current through Mod #PA-0005 dated August 1, 2017 & Refresh #44

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

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<b>INFORMATION FOR ORDERING ACTIVITIES APPLICABLE TO ALL SPECIAL ITEM NUMBERS</b>
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**1a. AUTHORIZED SPECIAL ITEM NUMBERS (SINs):**

<u>SIN</u>	<u>DESCRIPTION</u>
132-51	Information Technology (IT) Professional Services
132-45A, B and D	Highly Adaptive CyberSecurity Services (HACS)

**1b. Lowest Priced Service and Price for each Service Rate:** See Price List

**1c. SERVICES OFFERED:** See Price List

**2. MAXIMUM ORDER PER SIN:**

<u>SIN</u>	<u>MAXIMUM ORDER</u>
132-51	\$500,000 per SIN/Order
132-45 A,B,D	\$500,000 per SIN/Order

This maximum order threshold is a dollar amount at which it is suggested that the ordering agency request higher discounts from the contractor before issuing the order. The contractor may: (1) Offer a new lower price, (2) Offer the lowest price available under the contract, or (3) Decline the order within five (5) days. In accordance with the Maximum Order provisions contained in the Schedule, a delivery order may be placed against the Schedule contract even though it exceeds the maximum order threshold.

**3. MINIMUM ORDER LIMITATION:** \$100

**4. GEOGRAPHIC COVERAGE (DELIVERY AREA):** The geographic scope of this contract is the 48 contiguous United States and District of Columbia.

**5. POINT OF PRODUCTION:** United States

**6. BASIC DISCOUNT:** Prices listed are net, discounts have been deducted and the industrial funding fee has been added.

**7. QUANTITY DISCOUNT:**  
Dollar Volume: 2% for individual orders of \$250,000.

8. **PROMPT PAYMENT TERMS:** Net 30 Days
- 9a. **GOVERNMENT PURCHASE CARDS ARE ACCEPTED UP TO THE MICRO-PURCHASE THRESHOLD.**
- 9b. **GOVERNMENT PURCHASE CARDS ARE ACCEPTED ABOVE THE MICRO-PURCHASE THRESHOLD.**
10. **FOREIGN ITEMS:** None
- 11a. **TIME OF DELIVERY:** Not applicable to professional services.
- 11b. **EXPEDITED DELIVERY:** Contact Contractor
- 11c. **OVERNIGHT AND 2-DAY DELIVERY:** Contact Contractor
- 11d. **URGENT REQUIREMENTS:** Contact Contractor
12. **F.O.B. POINT:** Destination
- 13a. **ORDERING ADDRESS:**  
ATTN: Order Processing  
DHA Group, Inc. (dba) DHA  
1299 Pennsylvania Avenue Northwest, Suite 425  
Washington, DC 20004 2400  
Tel: (202) 347-9865  
FAX: (443) 646-0267  
<http://www.dha-inc.com/>
- 13b. **ORDERING PROCEDURES:** *For supplies and service the ordering procedures, information on Blanket Purchase Agreements (BPAs), and a sample BPA may be found at the GSA/FSS Schedule homepage ([gss.gsa.gov/schedule](http://gss.gsa.gov/schedule)).*
14. **PAYMENT ADDRESS:**  
ATTN: Accounts Receivable  
DHA Group, Inc. (dba) DHA  
1299 Pennsylvania Avenue Northwest, Suite 425  
Washington, DC 20004 2400  
Tel: (202) 347-9865  
FAX: (443) 646-0267

- 15.     **WARRANTY PROVISION:** Standard Commercial Warranty
- 16.     **EXPORT PACKING CHARGES:** Not Applicable
- 17.     **TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE:**  
Will be accepted above the micro-purchase threshold
- 18.     **TERMS AND CONDITIONS OF RENTAL:** Not Applicable
- 19.     **TERMS AND CONDITIONS OF INSTALLATION:** Contact Contractor
- 20.     **TERMS AND CONDITIONS OF REPAIR PARTS:** Contact Contractor
- 20a.    **TERMS AND CONDITIONS FOR ANY OTHER SERVICES:** Contact Contractor
- 21.     **LIST OF SERVICE AND DISTRIBUTION POINTS:** Contact Contractor
- 22.     **LIST OF PARTICIPATING DEALERS:** Not Applicable
- 23.     **PREVENTIVE MAINTENANCE:** Contact Contractor
- 24a.    **SPECIAL ATTRIBUTES:** Not Applicable

- 24b. SECTION 508 COMPLIANCE INFORMATION:** Not Applicable
- 25. DATA UNIVERSAL NUMBER SYSTEM (DUNS) NUMBER:** **093377690**
- 26. CONTRACTOR IS CURRENTLY REGISTERED IN THE SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE.**

INFORMATION FOR ORDERING ACTIVITIES  
APPLICABLE TO ALL SPECIAL ITEM NUMBERS

SPECIAL NOTICE TO AGENCIES: Small Business Participation

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

For orders exceeding the micropurchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!™ on-line shopping service ([www.gsaadvantage.gov](http://www.gsaadvantage.gov)). The catalogs/pricelists, GSA Advantage!™ and the Federal Acquisition Service Home Page ([www.gsa.gov/fas](http://www.gsa.gov/fas)) contain information on a broad array of products and services offered by small business concerns.

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

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

**1. GEOGRAPHIC SCOPE OF CONTRACT:**

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

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

Offerors are requested to check one of the following boxes:

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

**2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:**

Contractor must accept the credit card for payments equal to or less than the micro-purchase for oral or written orders under this contract. The Contractor and the ordering agency may agree to use the credit card for dollar amounts over the micro-purchase threshold (See GSAR 552.232-79 Payment by Credit Card). In addition, bank account information for wire transfer payments will be shown on the invoice.

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Government Commercial Credit Cards will be acceptable for payment up to the micro purchase threshold. DHA Group bank account information for wire transfer payments will be shown on the invoice.

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

**703-585-7176**

**When Authorized Dealers are allowed by the Contractor to bill ordering activities and accept payment, the order and/or payment must be in the name of the Contractor, in care of the Authorized Dealer.**

### **3. LIABILITY FOR INJURY OR DAMAGE**

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

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

Block 9: G. Order/Modification Under Federal Schedule Contract  
Block 16: Data Universal Numbering System (DUNS) Number: 093377690  
Block 30: Type of Contractor: B- Small Business  
Block 31: Woman-Owned Small Business - No  
Block 37: Contractor's Taxpayer Identification Number (TIN): 52-1949385  
Block 40: Veteran Owned Small Business (VOSB): No

**4a.** CAGE Code: 1M4J0

**4b.** DHA has registered with the Central Contractor Registration Database.

### **5. FOB DESTINATION**

### **6. DELIVERY SCHEDULE**

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

SPECIAL ITEM NUMBER

DELIVERY TIME (Days ARO)

132-51

To be negotiated between contractor and ordering activity.

132-45A,B,D

To be negotiated between contractor and ordering activity.

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

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

a. Prompt Payment: 0% - 30 days from receipt of invoice or date of acceptance, whichever is later.



- b. Quantity: None
- c. Dollar Volume: None
- d. Government Educational Institutions: Same as all other government ordering activities.
- e. Other: None

**8. TRADE AGREEMENTS ACT OF 1979, as amended:**

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

**9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING:**

Not/None Applicable

**10. Small Requirements:** The minimum dollar value of orders to be issued is \$100.00.

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

- a. The Maximum Order value for the following Special Item Numbers (SINs) is \$500,000:  
Special Item Number 132-51 - Information Technology Professional Services

**12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS**

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

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

**13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS**

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

**13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS):**

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

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

#### **14. CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2003)**

- (a) **Security Clearances:** The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.
- (b) **Travel:** The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. Travel in performance of a task order will only be reimbursable to the extent authorized by the ordering agency. The Industrial Funding Fee does NOT apply to travel and per diem charges.
- (c) **Certifications, Licenses and Accreditations:** As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.
- (d) **Insurance:** As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
- (e) **Personnel:** The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.
- (f) **Organizational Conflicts of Interest:** Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.
- (g) **Documentation/Standards:** The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.
- (h) **Data/Deliverable Requirements:** Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.

- (i) Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.
- (j) Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.
- (k) Overtime: For professional services, the labor rates in the Schedule should not vary by virtue of the Contractor having worked overtime. For services applicable to the Service Contract Act (as identified in the Schedule), the labor rates in the Schedule will vary as governed by labor laws (usually assessed a time and a half of the labor rate).

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

#### **16. GSA ADVANTAGE!**

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

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

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

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

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

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

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

- (4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

## **18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS**

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

## **19. OVERSEAS ACTIVITIES**

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

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

## **20. BLANKET PURCHASE AGREEMENTS (BPAs)**

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

## **21. CONTRACTOR TEAM ARRANGEMENTS**

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

## **22. INSTALLATION, DEINSTALLATION, REINSTALLATION**

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

example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act apply.

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 132-8 or 132-9.

### **23. SECTION 508 COMPLIANCE.**

I certify that in accordance with 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d), FAR 39.2, and the Architectural and Transportation Barriers Compliance Board Electronic and Information Technology (EIT) Accessibility Standards (36 CFR 1194) General Services Administration (GSA), that all IT hardware/software/services are 508 compliant:

Yes XX

No \_\_\_\_\_

The offeror is required to submit with its offer a designated area on its website that outlines the Voluntary Product Accessibility Template (VPAT) or equivalent qualification, which ultimately becomes the Government Product Accessibility Template (GPAT). Section 508 compliance information on the supplies and services in this contract are available at the following website address (URL): [www.c-mci.com](http://www.c-mci.com)

The EIT standard can be found at: [www.Section508.gov/](http://www.Section508.gov/).

### **24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.**

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

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

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

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

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

(c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

## **26. SOFTWARE INTEROPERABILITY.**

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

## **27. ADVANCE PAYMENTS**

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

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

**1. SCOPE**

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

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

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

**3. ORDER**

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

**4. PERFORMANCE OF SERVICES**

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

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

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

(1) Cancel the stop-work order; or

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

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

(1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and

(2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

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

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

## **6. INSPECTION OF SERVICES**

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

☐ COMMERCIAL ITEM

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

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Dec 2007) Rights in Data – General, may apply.

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



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

## **9. INDEPENDENT CONTRACTOR**

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

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

### **a. Definitions.**

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

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

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

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

## **11. INVOICES**

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

## **12. PAYMENTS**

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

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

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

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

### **13. RESUMES**

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

### **14. INCIDENTAL SUPPORT COSTS**

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

### **15. APPROVAL OF SUBCONTRACTS**

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

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

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## **DHA Position Descriptions for SINs 132-51**

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### ***Budget Specialist***

Functional Responsibility:

- Support a Program Management Office (PMO) to assist in managing a major IT investment
- Work as a part of the program or project office to assist with budget development, tracking and analysis.
- Formulate and analyze budgets and provide financial reports including the performance of monthly and weekly reporting functions, such as monthly variance budget analysis, monthly reconciliation and reporting on status of funds
- Process, review and track invoices
- Preparation of necessary research to support and explain budget positions and recommend modifications
- Support formulation of Government OMB 300 exhibits and supporting documentation
- Apply Earned Value Management (EVM) concepts, reporting, and tracking

Minimum Education/Experience:

<ul style="list-style-type: none"><li>• Demonstrated experience in management, planning, control or finance of IT programs.</li><li>• Demonstrated excellent analytical, written, and oral communication skills. Applicants may be asked to produce previous examples of writing capability.</li><li>• Demonstrated ability to independently prioritize, plan and execute work tasks in a rapidly</li></ul>		
<b>Skill</b>	<b>Degree Requirement</b>	<b>Experience Requirements</b>

Budget Analyst	BA/BS Degree or 4 plus years of experience	5 Years
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## ***Business Process Analyst***

### Functional Responsibility:

- Work as a part of a Strategic Planning Unit to assist with, facilitate or manage business process engineering efforts.
- Assist the client in mapping functions to organizations, analyzing existing processes for potential improvements, and developing written process analysis documents and workflows
- Interact regularly with the various levels of customer management for the purpose of supporting the development of process improvement efforts
- Conducting and preparing written research to support and explain business process recommendations
- Perform and document data and process analysis
- Facilitate planning sessions with senior government personnel

### Minimum Education/Experience:

<ul style="list-style-type: none"> <li>• Demonstrated excellent analytical, written, and oral communication skills. Applicants may be asked to produce previous examples of writing capability.</li> <li>• Demonstrated ability to independently prioritize, plan and execute work tasks in a</li> </ul>		
Skill	Degree Requirement	Experience Requirements
Business Process Consultant Basic	BA/BS Degree or 4 plus years of experience	1 Year
Business Process Consultant Principal	BA/BS Degree or 4 plus years of experience	3 Year
Business Process Consultant SME	BA/BS Degree or 4 plus years of experience	Over 5 Years

## ***Configuration Manager***

### Functional Responsibility:

- Responsible for configuration management activities including product identification, change control, status accounting, operation of the program support library, and development and monitoring of equipment/system acceptance plans
- Responsible for maintaining configuration items of a hardware, software, documentation, requirements, and process nature
- Performs physical configuration audits and keeps all configuration items current to include ensuring established and approved methodologies are being followed
- Operates and manages program support library and process asset library
- Prepares and maintains configuration management plans and methodology

### Minimum Education/Experience:

<ul style="list-style-type: none"> <li>• Demonstrated ability establishing and control configuration baselines</li> <li>• Demonstrated knowledge of industry best practice standards relevant to CM including; CMMI, ISO, PMI, and ITIL</li> </ul>		
Skill	Degree Requirement	Experience Requirement

Configuration Manager	BA/BS Degree or 4 plus years of experience	3 Years
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### ***Contracts Manager***

#### Functional Responsibility:

- Assisting in managing acquisitions of major IT investments as part of an IT Contracts Organization
- Work in a team environment providing the following types of support:
  - Contracts administration
  - Acquisition strategy development
  - Transforming technical requirements into Statements of Work
  - Contract issue resolution through research and analysis
  - Analyze business process and make recommendations to the client for improvement
  - Create and document program/project acquisition plans

#### Minimum Education/Experience:

<ul style="list-style-type: none"> <li>• Prior experience working with Federal Government contracts</li> <li>• Must demonstrate knowledge of government procurement and contracting best practices, policy, and procedures as promulgated by the Federal Acquisition Regulation (FAR).</li> <li>• Demonstrated excellent analytical, written, and oral communication skills. Applicants may be asked to produce previous examples of writing capability.</li> <li>• Demonstrated ability to independently prioritize, plan and execute work tasks in a rapidly changing, fast-paced environment.</li> </ul>		
Skill	Degree Requirement	Experience Requirements
Contracts Manager	BA/BS Degree or 4 plus years of experience	5 Years

### ***Deployment Manager***

#### Functional Responsibility:

- Support a Program Management Office (PMO) to assist in managing and coordinating the transition of a major IT system to all client personnel
- Work as a part of a project transition organization to conduct requirement assessments and conduct all planning and execution associated with system deployment to all designated client locations.
- Work closely with internal PMOs in developing deployment schedules, and conduct necessary coordination activities with client field representatives.
- Assess technical and functional requirements and manage deployment schedules
- Serve as the principal interface between the PMO and the prime contractor on system deployment matters.

#### Minimum Education/Experience:

<ul style="list-style-type: none"> <li>• Experience in the management, planning or control of Information Technology programs.</li> <li>• Demonstrated excellent analytical, written, and oral communication skills. Applicants may be asked to produce previous examples of writing capability.</li> <li>• Experience in applying IT Lifecycle methodologies.</li> <li>• Experience in IT program/deputy program manager or project management in a structured environment is desired.</li> <li>• Background/knowledge of standards based management as demonstrated by</li> </ul>		
Skill	Degree Requirement	Experience Requirements
Deployment Manager Basic	BS-BA Degree or 4 plus years of experience	3 Years
Deployment Manager	BS-BA Degree or 4 plus years of experience	6 Years
Deployment Manager Expert	BS-BA Degree or 4 plus years of experience	10 Years
Deployment Manager SME	MS-MBA; Degree or 6 plus years of experience	Over 16 Years

## ***Graphics Designer***

### Functional Responsibility:

- Participates in the design, layout, and production of brochures, pamphlets, briefings, displays, and other materials
- May work from rough sketches, engineering drawings or other documentation; may exercise creative judgment by translating needs into graphics capabilities
- Uses various computer graphics software programs
- Provides guidance of all levels in developing and planning publication graphics design and printing layouts including selection of type styles, size, type of paper and size, arrangement of tables and illustrative material, type of cover, binding methods with materials, and the appropriate colors to enhance the overall look of the project
- Conducts quality reviews of graphics design layouts for publications to ensure that page layouts are ready for production

### Minimum Education/Experience:

<ul style="list-style-type: none"> <li>• Demonstrated knowledge of copyright procedures and laws</li> <li>• Knowledge of current graphics platforms and tools such as; Adobe Creative Suite, QuarkXPress, or Macintosh</li> <li>• Thorough understanding of production/rendering methods such as; drawing, offset printing, photography, time-based media, as well as interactive media</li> </ul>		
Skill	Degree Requirement	Experience Requirement
Graphics Designer	BA/BS Degree or 4 plus years of experience	3 Years

## ***Information Security Specialist***

### Functional Responsibility

- Provides technical support in the areas of vulnerability assessment, risk assessment, network security, product evaluation, and security implementation.
- Responsible for designing and implementing solutions for protecting the confidentiality, integrity and availability of sensitive information.
- Provides technical evaluations of customer systems and assists with making security

- improvements.
- Participates in design of information system contingency plans that maintain appropriate levels of protection and meet time requirements for minimizing operations impact to customer organization.
- Conducts security product evaluations, and recommends products, technologies and upgrades to improve the customer's security posture.
- Conducts testing and audit log reviews to evaluate the effectiveness of current security measures.

**Minimum Education/Experience:**

<ul style="list-style-type: none"> <li>• Experience in the management, planning, control IT programs.</li> <li>• Applicants must demonstrate excellent analytical, written, and oral communication skills. Applicants may be asked to produce previous examples of writing capability.</li> <li>• In-depth functional expertise in providing Information Security Specialist support</li> </ul>		
Skill	Degree Requirement	Experience Requirements
Information Security Specialist Basic	BS-BA Degree or 4 plus years of experience	1 Year
Information Security Specialist Principal	BS-BA Degree or 4 plus years of experience	4 years

## ***Investment Management Specialist***

**Functional Responsibility:**

- Support an IT Policy and Planning Office to assist in managing an enterprise and ITIM processes
- Work as a part of the Investment Management Unit to assist with drafting, refining, and executing Capital Planning Investment Control (CPIC) policies and procedures
- Consult with Project Managers and Investment Sponsors on how to build and/or improve upon their OMB Exhibits 300. Specific topics will include;
  - Strategies for justifying investments in terms of its alignment with mission, strategic goals/objectives, and the President's Management Agenda
  - Creating performance goals
  - Conducting alternative analysis
  - Performing life cycle cost estimates
  - Defining project milestones, creating schedules, estimating costs per milestone, and reporting actual cost and schedule performance (earned value)
  - Mapping to the Federal Enterprise Architecture
  - Security and Privacy Planning
  - Assessing investments risks, creating mitigation strategies, and reporting status
  - Evaluating acquisition strategies Score OMB Exhibits 300 against OMB Circular A-11 criteria and provide Investment Managers recommendations for improving the score and quality of their business cases Support the annual enterprise budget formulation process by creating and updating OMB Exhibit 53 Facilitate the selection of IT Investment portfolio
- Assist and make recommendations to Executive Investment Review Boards by assessing OMB Exhibit 300 business cases for their technical merit, strategic alignment, architecture compliance, and return on investment

**Minimum Education/Experience:**

<ul style="list-style-type: none"> <li>• Experience in the management, planning, control or finance of IT programs.</li> <li>• Must be experienced in planning and/or executing CPIC or ITIM processes.</li> <li>• Demonstrated excellent analytical, written, and oral communication skills. Applicants may be asked to produce previous examples of writing capability.</li> <li>• Demonstrated ability to independently prioritize, plan and execute work tasks in a rapidly changing, fast-paced environment.</li> </ul>		
Skill	Degree Requirement	Experience Requirements
Investment Management Specialist	BA/BS Degree or 4 plus years of experience	5 Years

## ***Management Analyst***

### Functional Responsibilities:

- Analyzes various aspects of organizational functioning, including management, processes, structure, culture, and performance.
- Conducts organizational or process analysis, utilizing qualitative and quantitative analysis tools and techniques.
- Identifies sources of problems, makes recommendations for solutions, including designing and implementing appropriate organizational interventions.
- Applies organizational and management theory and principles to understand and improve organizational effectiveness and efficiency in achieving business goals.
- Works with all levels of the organization, from leadership and senior management to the workforce; interactions may include coaching, interviewing, workshop facilitation, training, and surveys.
- Focus is on understanding why and how effectively an organization, program, process or group of people, function in the present manner; how function or performance could be improved; and what should be done to bring about the improvement in effectiveness and/or efficiency.
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### Minimum Education/Experience:

<ul style="list-style-type: none"> <li>• Experience in the management, planning or control of Information Technology programs. Demonstrated excellent analytical, written, and oral communication skills. Applicants may be asked to produce previous examples of writing capability. Experience in adapting and applying IT methodologies.</li> <li>• Experience utilizing Microsoft Office suite (Word, Excel, Access, Project, PowerPoint) in a Executive environment.</li> </ul>		
Skill	Degree Requirement	Experience Requirements
Management Analyst Basic	BS-BA Degree or 4 plus years of experience	2 Years
Management Analyst Mid	BS-BA Degree or 4 plus years of experience	3 Years
Management Analyst Expert	BS-BA Degree or 4 plus years of experience	Over 6 Years

## ***Master Scheduler***

### Functional Responsibility:

- Support a Program Management Office (PMO) to assist in managing a major IT investment
- Work as a part of a program or project team to create comprehensive development

and deployment schedules that are developed and monitored in concert with prime contractor schedules.

- Develop plans, schedules and tracks cost/budgets to meet requirements for a large government program
- Establish complex program plans and schedules
- Provide technical advice on critical paths, pert analysis and milestone development.
- Audit schedules for compliance with the life cycle management processes
- Provide a thorough schedule analysis to include task interdependency analysis, critical path, sensitivity/risk analysis and application of related tools
- Consult with executive management team on schedule modifications to achieve optimum schedules
- Coordinate work efforts across multiple units, each with responsibility for a different facet of the program life cycle
- Coordinate with government and development contractor input to schedules and make recommendations to Life Cycle management processes

Minimum Education/Experience:

<ul style="list-style-type: none"> <li>• Hands-on experience in the management, planning, control or finance of Information Technology programs.</li> <li>• Demonstrated excellent analytical, written, and oral communication skills. Applicants may be asked to produce examples of writing capability.</li> <li>• Demonstrated ability to independently prioritize, plan and execute work tasks in a rapidly changing, fast-paced environment.</li> <li>• Experience in applying IT Lifecycle methodologies.</li> <li>• Experience with MS Project a must.</li> </ul>		
Skill	Degree Requirement	Experience Requirements
Master Scheduler	BA/BS Degree or 4 plus years of experience	5 Years

## ***Program Management Specialist***

Functional Responsibility:

- Fulfill a leadership role in the scoping and documenting of major technology initiatives. This will include analysis and recommendation of procurement vehicles, contract types, proposal evaluation and support of contract negotiation.
- Fulfill a leadership role in the oversight of major technology initiatives. This will include establishment of program management plans, schedules milestones, identification of risks, generation of real mitigation strategies and evaluation of program performance.
- Ensure programs produce their expected capability within budget and within schedule. This will include implementation of earned value principles in a manner that actually assists programs meet their objectives.
- Provide expertise in the generation and submission of budgets including program, agency, departmental, OMB and congressional budgets, creation of program specific OMB Exhibit 300s, as well as ensure accountability for appropriations, commitments, obligations and expenditures. Analysis of competing funding requests and justified recommendations of priorities will also be expected.
- Acts as liaison between various government groups and organizations.

Minimum Education/Experience:



<ul style="list-style-type: none"> <li>• Experience in the management, planning, control or finance of IT programs.</li> <li>• Demonstrated excellent analytical, written, and oral communication skills. Applicants may be asked to produce previous examples of writing capability.</li> <li>• Demonstrated ability to independently prioritize, plan and execute work tasks in a rapidly changing, fast-paced environment.</li> <li>• Background/knowledge of standards based management as demonstrated by background in CMMI/CMM and/or PMI Standards. PMP preferred.</li> </ul>		
Skill	Degree Requirement	Experience Requirements
Program Management Specialist Basic	BS-BA Degree or 4 plus years of experience	3 Years
Program Management Specialist Mid Level	BS-BA Degree or 4 plus years of experience	6 Years
Program Management Specialist Senior	BS-BA Degree or 4 plus years of experience	11 Years
Program Management Specialist SME	MS-MBA Degree or 6 plus years of experience	Over 16 Years

## ***Quality Manager***

### Functional Responsibility:

- Must be able to determine the resources required for information technology quality control
- Must be able to maintain the level of quality throughout the software and/or program life cycle
- Develops software quality assurance, quality management, and quality control plans
- Ensures requirements are met, tested, and within scope
- Conducts formal/informal reviews and/or inspections throughout program lifecycle
- Coordinates with users and systems development personnel on releases of both system level and application software
- Responsible to monitor and correct defects, quality control violations, plan for corrective actions

### Minimum Education/Experience:

<ul style="list-style-type: none"> <li>• Demonstrated ability to have improved quality standards with regards to policies, processes, procedures, and products</li> <li>• Demonstrated knowledge of industry best practice standards relevant to CM including; NIST, ISO, PMI, and ITIL</li> </ul>		
Skill	Degree Requirement	Experience Requirement
Quality Manager	BA/BS Degree or 4 plus years of experience	3 Years
Quality Manager Senior	BA/BS Degree or 4 plus years of experience	5 Years

## ***Cyber Security Specialist***

### Functional Responsibility:

- Analyzes criteria for access controls, storage, reproduction, transmission, and destruction of data maintained by automated systems requiring protection
- Performs computer security assessments and evaluations of computer systems
- Plans and conducts formal on- site program evaluations of large complex information processing systems

- Plans and conducts quantitative and qualitative security risk analyses, security evaluations and audits of information processing systems
- Determines computer security compliance and effectiveness of information processing systems
- Plans for the prevention of data compromise and reduces risks of cyber attack

Minimum Education/Experience:

<ul style="list-style-type: none"> <li>• Demonstrated knowledge of industry security standards and best practices such as; ISO, NIST (specifically 800 – 12, 14, 26, 37, 53), NERC</li> <li>• Demonstrated knowledge of the following aspects to information security; ethical hacking, computer forensics, reverse engineering, intrusion prevention, Malware, and data recovery</li> </ul>		
Skill	Degree Requirement	Experience Requirement
Cyber Security Specialist	BA/BS Degree or 4 plus years of experience	3 Years

## ***Risk Manager***

Functional Responsibility:

- Responsible for implementing processes and procedures to monitor risk across major IT programs.
- Communicate necessary information to the affected areas.
- Identify critical factors of anticipated change.
- Assess impact of changes in all functional areas.
- Perform Risk assessments.
- Assess impact against critical factors.
- Supports the development of a project risk assessment and management plan (PRAM - like tool).
- Create and maintain risk register.
- Ensure ongoing risk management.
- Explicitly track high-risk items and report as appropriate.
- Provide leadership for the development and implementation of contingency plans.
- Provide team leadership for the development and implementation of risk mitigation plans.
- Provide risk probability of occurrence and impact severity scoring assessments for programs or projects

Minimum Education/Experience:

<ul style="list-style-type: none"> <li>• Hands-on experience performing risk management and/or risk analysis for major initiatives/organizations.</li> <li>• Demonstrated excellent analytical, written, and oral communication skills. Applicants may be asked to produce examples of writing capability.</li> <li>• Demonstrated ability to independently prioritize, plan and execute work tasks in a rapidly changing, fast-paced environment.</li> <li>• Experience in applying IT Lifecycle methodologies.</li> <li>• Experience with MS Project and Enterprise Portfolio Management tools a plus</li> </ul>		
Skill	Degree Requirement	Experience Requirements
Risk Manager	BA/BS Degree or 4 plus years of experience	5 Years

## ***System Integrator***

### **Functional Responsibility:**

- Support a Program Management Office (PMO) to assist in managing and coordinating major, parallel IT initiatives.
- Work in a system development environment to oversee and evaluate technical standards, requirements, and schedules of multiple client projects.
- Assess technical and functional requirements and manage development schedules
- Provide seamless integration and coordination between projects
- Ensure technical and programmatic baselines of ongoing client initiatives are consistent across all program development efforts, anticipate system interface requirements, assess risks, and enforce configuration control processes.

### **Minimum Education/Experience:**

<ul style="list-style-type: none"><li>• Experience in the management, planning, control or finance of IT programs.</li><li>• Applicants must demonstrate excellent analytical, written, and oral communication skills. Applicants may be asked to produce previous examples of writing capability.</li><li>• Functional expertise in at least one, preferably multiple of the following areas: Configuration Management, Risk Management, Interface Management, and/or Integration Management. Expertise in applying IT Lifecycle methodologies required.</li><li>• Experience in IT program/deputy program manager or project management in a structured environment is desired. Background/knowledge of standards based management as demonstrated by background in CMMI/CMM and/or PMI Standards. PMP preferred.</li></ul>		
Skill	Degree Requirement	Experience Requirements
Systems Integrator	BA/BS Degree or 4 plus years of experience	5 Years

## ***Systems Engineer***

### **Functional Responsibility:**

- Support a Program Management Office (PMO) to assist in managing and coordinating major, parallel IT initiatives
- Work as a part of a systems development team to oversee and evaluate standards, requirements, and schedules of multiple client projects
- Assess technical and functional requirements and manage development schedules
- Provide seamless integration and coordination between projects
- Ensure technical and programmatic baselines of ongoing client initiatives are consistent across all program development efforts, anticipate system interface requirements, assess risks, and enforce configuration control processes
- Provide input and analysis on technical design of a physical and/or logical nature as well as making technical recommendations of system implementations

### **Minimum Education/Experience:**

<ul style="list-style-type: none"><li>• Experience in the management, planning, control or finance of IT programs</li><li>• Demonstrated excellent analytical, written, and oral communication skills. Applicants may be asked to produce previous examples of writing capability</li><li>• Functional expertise in at least one, preferably multiple of the following areas: Configuration Management, Risk Management, Interface Management, and/or Integration Management. Expertise in applying IT Lifecycle methodologies required</li><li>• Experience in IT program/deputy program manager or project management in a structured environment is desired. Background/knowledge of standards based</li></ul>
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management as demonstrated by background in CMMI/CMM and/or PMI Standards		
Skill	Degree Requirement	Experience Requirement
Systems Engineer Basic	BA/BS Degree or 4 plus years of experience	2 Years
Systems Engineer Mid	BS/BA Degree or 4 plus years of experience	5 Years
Systems Engineer Senior	BS/BA Degree or 4 plus years of experience	6 Years
Systems Engineer Principle	MS/MA Degree or 6 plus years of experience	Over 10 Years

## ***Training Manager***

### Functional Responsibility:

- Assist in transitioning an enterprise IT systems to system users through various standard industry training techniques.
- Work as a part of a Transition Unit to oversee the execution of system training to all system users.
- Provide functional expertise in the following aspects of system training: training strategy development, curriculum development, training delivery, technology based training.
- Provide expertise in IT Lifecycle Management methodologies as well as program planning and scheduling.
- Experience in preparing and/or reviewing technical and programmatic documentation to ensure their consistency with training documentation to ensure that impacts are identified, understood and communicated. Oversee the development and quality of final training deliverables submitted to the client to ensure client approval and concurrence of deliverables and/or work products produced.

### Minimum Education/Experience:

<ul style="list-style-type: none"> <li>• Experience in the management, planning, control or finance of IT programs.</li> <li>• Demonstrated excellent analytical, written, and oral communication skills. Applicants may be asked to produce previous examples of writing capability.</li> <li>• Functional expertise in at least one or more of the following areas: Configuration Management, Risk Management, Interface Management, and/or Integration Management. Expertise in applying IT Lifecycle methodologies required.</li> <li>• Experience in IT program/deputy program manager or project management in a structured environment. Background/knowledge of standards based management as demonstrated by background in CMMI/CMM and/or PMI Standards. PMP preferred.</li> </ul>		
Skill	Degree Requirement	Experience Requirements
Training Manager	BA/BS Degree or 4 plus years of experience	5 Years

## ***Web Content Manager***

### Functional Responsibility:

- Support a Program Management Office (PMO) to assist in managing a major IT investment
- Work as a part of the Communications Team to communicate program developments and ensure information is readily available to support a PMO environment.

- Develops and maintains all internal and external web sites and internal file shares.
- Assists in the development and implementation of content on web sites. Determines size and arrangement of illustrative material and arranges layout.
- Exercises configuration management principles in making necessary content changes based on program developments.
- Maintains close liaison with Communications staff to ensure a consistent message is conveyed across all mediums
- Monitors web site traffic and administers receipt, assignment, tracking and response to visitor submitted questions

Minimum Education/Experience:

<ul style="list-style-type: none"> <li>• Experience in the management, planning, control or finance of IT programs.</li> <li>• Demonstrated excellent analytical, written, and oral communication skills. Applicants may be asked to produce previous examples of writing capability.</li> <li>• Demonstrated ability to independently prioritize, plan and execute work tasks in a rapidly changing, fast-paced environment.</li> </ul>		
Skill	Degree Requirement	Experience Requirements
Web Content Manager	BA/BS Degree or 4 plus years of experience	5 Years

### ***Technical Writer/Editor***

Functional Responsibility:

- Assists in collecting and organizing information for preparation of user manuals, training materials, installation guides, style guides, proposals, and reports
- Plans, coordinates, and manages documentation of all aspects of system development lifecycle for projects and organizations
- Writes, edits, and reviews material of a technical nature as well as programmatic
- Possesses excellent writing skills
- Prepares standard templates and layouts for organization or project adoption including but not limited to; documents, presentations, process flows, publishing, and web content

Minimum Education/Experience:

<ul style="list-style-type: none"> <li>• Demonstrated knowledge of system development lifecycle process and artifacts</li> <li>• Demonstrated experience working in the Information Technology field</li> <li>• Demonstrated knowledge of relevant tools</li> </ul>		
Skill	Degree Requirement	Experience Requirement
Technical Writer/Editor	AA/AS Degree or 2 plus years of experience	1 Year

### **Education and Experience Equivalency**

The following table provides the equivalent years of experience to education. Experience equivalency should be related to the functional responsibility designated under the respective labor category.

Education - Degree	Equivalent Experience for Educational Requirement - Years
PhD (Doctorate)	8
MA/MS	6
BA/BS	4
AA/AS	2

**DHA GSA PRICING**  
**August 2017**

CLIN	SIN	Labor Category Title	GSA Price
1	132-51	Budget Specialist	\$ 110.61
2	132-51	Business Process Analyst Basic	\$ 100.82
3	132-51	Business Process Analyst - Principal	\$ 113.63
4	132-51	Business Process Analyst - SME	\$ 156.52
5	132-51	Configuration Manager	\$ 106.29
6	132-51	Configuration Content Manager	\$ 149.93
7	132-51	Contracts Manager	\$ 116.46
8	132-51	Cyber Security Specialist	\$ 124.85
9	132-51	Deployment Manager Basic	\$ 115.98
10	132-51	Deployment Manager Principal	\$ 153.63
11	132-51	Deployment Manager Expert	\$ 219.22
12	132-51	Deployment Manager SME	\$ 339.87
13	132-51	Graphics Designer	\$ 110.38
14	132-51	Investment Management Specialist	\$ 102.36
15	132-51	Master Scheduler	\$ 139.07
16	132-51	Program Management Specialist Basic	\$ 110.80
17	132-51	Program Management Specialist MidLevel	\$ 127.36
18	132-51	Program Management Specialist Senior	\$ 141.12
19	132-51	Program Management Specialist SME	\$ 276.40
20	132-51	Quality Manager	\$ 108.57
21	132-51	Quality Manager Senior	\$ 140.00
22	132-51	Risk Manager	\$ 158.05
23	132-51	System Integrator	\$ 184.82
24	132-51	Systems Engineer Basic	\$ 62.58
25	132-51	Systems Engineer Mid	\$ 102.37
26	132-51	Systems Engineer Senior	\$ 113.07
27	132-51	Systems Engineer Principal	\$ 200.06
28	132-51	Technical Writer/Editor	\$ 86.00
29	132-51	Training Manager	\$ 96.77
30	132-51	Web Content Manager	\$ 115.46
31	132-51	Management Analyst Basic	\$ 61.97
32	132-51	Management Analyst Mid	\$ 98.63
33	132-51	Management Analyst Expert	\$ 119.56
34	132-51	Information Security Specialist Basic	\$ 103.10
35	132-51	Information Security Specialist Principal	\$ 110.76

**TERMS AND CONDITIONS APPLICABLE TO HIGHLY ADAPTIVE  
CYBERSECURITY SERVICES (HACS)**

**(SPECIAL ITEM NUMBERS 132-45A, 132-45B, and 132-45D)**

**Vendor suitability for offering services through the Highly Adaptive Cybersecurity Services (HACS) SINs must be in accordance with the following laws and standards when applicable to the specific task orders, including but not limited to:**

- **Federal Acquisition Regulation (FAR) Part 52.204-21**
- **OMB Memorandum M-06-19** - Reporting Incidents Involving Personally Identifiable Information and Incorporating the Cost for Security in Agency Information Technology Investments
- **OMB Memorandum M-07-16** - Safeguarding Against and Responding to the Breach of Personally Identifiable Information
- **OMB Memorandum M-16-03** - Fiscal Year 2015-2016 Guidance on Federal Information Security and Privacy Management Requirements
- **OMB Memorandum M-16-04** - Cybersecurity Implementation Plan (CSIP) for Federal Civilian Government
- **The Cybersecurity National Action Plan (CNAP)**
- **NIST SP 800-14** - Generally Accepted Principles and Practices for Securing Information Technology Systems
- **NIST SP 800-27A** - Engineering Principles for Information Technology Security (A Baseline for Achieving Security)
- **NIST SP 800-30** - Guide for Conducting Risk Assessments
- **NIST SP 800-35** - Guide to Information Technology Security Services
- **NIST SP 800-37** - Guide for Applying the Risk Management Framework to Federal Information Systems: A Security Life Cycle Approach
- **NIST SP 800-39** - Managing Information Security Risk: Organization, Mission, and Information System View
- **NIST SP 800-44** - Guidelines on Securing Public Web Servers
- **NIST SP 800-48** - Guide to Securing Legacy IEEE 802.11 Wireless Networks
- **NIST SP 800-53** - Security and Privacy Controls for Federal Information Systems and Organizations
- **NIST SP 800-61** - Computer Security Incident Handling Guide
- **NIST SP 800-64** - Security Considerations in the System Development Life Cycle
- **NIST SP 800-82** - Guide to Industrial Control Systems (ICS) Security
- **NIST SP 800-86** - Guide to Integrating Forensic Techniques into Incident Response
- **NIST SP 800-115** - Technical Guide to Information Security Testing and Assessment
- **NIST SP 800-128** - Guide for Security-Focused Configuration Management Information Systems
- **NIST SP 800-137** - Information Security Continuous Monitoring (ISCM) for Federal Information Systems and Organizations
- **NIST SP 800-153** - Guidelines for Securing Wireless Local Area Networks (WLANs)
- **NIST SP 800-171** - Protecting Controlled Unclassified Information in non-federal Information Systems and Organizations

**\*\*\*NOTE:** All non-professional labor categories must be incidental to, and used solely to support Highly Adaptive Cybersecurity Services, and cannot be purchased separately.

**\*\*\*NOTE:** All labor categories under the Special Item Number 132-51 Information Technology Professional Services may remain under SIN 132-51 unless the labor categories are specific to the Highly Adaptive Cybersecurity Services SINs.

**1. SCOPE**

- a.** The labor categories, prices, terms and conditions stated under Special Item Numbers 132-45A, 132-45B, and 132-45D Highly Adaptive Cybersecurity Services apply exclusively to Highly Adaptive Cybersecurity Services within the scope of this Information Technology Schedule.

- b.** Services under these SINs are limited to Highly Adaptive Cybersecurity Services only. Software and hardware products are under different Special Item Numbers on IT Schedule 70 (e.g. 132-32, 132- 33, 132-8), and may be quoted along with services to provide a total solution.
- c.** These SINs provide ordering activities with access to Highly Adaptive Cybersecurity services only.
- d.** Highly Adaptive Cybersecurity Services provided under these SINs shall comply with all Cybersecurity certifications and industry standards as applicable pertaining to the type of services as specified by ordering agency.
- e.** The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

## **2. ORDER**

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

## **3. PERFORMANCE OF SERVICES**

- a.** The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity. All Contracts will be fully funded.
- b.** The Contractor agrees to render services during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
- c.** The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
- d.** Any Contractor travel required in the performance of Highly Adaptive Cybersecurity 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. All travel will be agreed upon with the client prior to the Contractor's travel.

## **4. INSPECTION OF SERVICES**

Inspection of services is in accordance with 552.212-4 - CONTRACT TERMS AND CONDITIONS- COMMERCIAL ITEMS (MAY 2015) (ALTERNATE II-JUL 2009) (FAR DEVIATION -JUL 2015) (TAILORED) for Firm-Fixed Price and Time-and-Materials and Labor-Hour Contracts orders placed under this contract.



## **5. RESPONSIBILITIES OF THE CONTRACTOR**

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (MAY 2014) Rights in Data - General, may apply.

The Contractor shall comply with contract clause (52.204-21) to the Federal Acquisition Regulation (FAR) for the basic safeguarding of contractor information systems that process, store, or transmit Federal data received by the contract in performance of the contract. This includes contract documents and all information generated in the performance of the contract.

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

Subject to the ordering activity's security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite Highly Adaptive Cybersecurity Services.

## **7. INDEPENDENT CONTRACTOR**

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

## **8. ORGANIZATIONAL CONFLICTS OF INTEREST**

### **a. Definitions.**

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

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

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

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

## **9. INVOICES**

The Contractor, upon completion of the work ordered, shall submit invoices for Highly Adaptive Cybersecurity Services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products.

Invoices shall be submitted monthly for recurring services performed during the preceding month.

## 10. RESUMES

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

## 11. APPROVAL OF SUBCONTRACTS

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

- SIN 132-45A: Penetrating Testing
- SIN 132-45B: Incident Response
- SIN 132-45C: Cyber Hunt
- SIN 132-45D: Risk and Vulnerability Assessment (RVA)

### Labor Category Descriptions

Junior Cyber Security Analyst

#### **Cyber Security Specialist Functional Responsibility:**

##### ***Functional Responsibility:***

Analyzes criteria for access controls, storage, reproduction, transmission, and destruction of data maintained by automated systems requiring protection

Configure and use threat detection tools.

Perform data analysis.

Interpret the results to identify vulnerabilities, threats and risks to an organization

Performs computer security assessments and evaluations of computer systems

Plans and conducts formal program evaluations of large complex information processing systems

Plans and conducts quantitative and qualitative security risk analyses, security evaluations and audits of information processing systems

Determines computer security compliance and effectiveness of information processing systems

Plans for the prevention of data compromise and reduces risks of cyber attack

#### **Minimum Education/Experience:**

Holds Network+ Security+ or equivalent knowledge.

Demonstrated knowledge of industry security standards and best practices such as; ISO, NIST (specifically 800 – 12, 14, 26, 37, 53), NERC

Demonstrated knowledge of the following aspects to information security; ethical hacking, computer forensics, reverse engineering, intrusion prevention, Malware, and data recovery

BA/BS Degree in computer science, computer information science, network security, or comparable discipline or 4 plus years of experience

#### Cyber Engineer

#### **Cyber Security Specialist Functional Responsibility:**

Support test preparation and execution

Works with stakeholders to define and analyze system security requirements. Assess and mitigates system security threats or risks throughout the program life cycle in order to provide technical solutions and risk mitigation strategies.

Provides leadership to cyber security operations, policy and threat mitigation.

Analyzes criteria for access controls, storage, reproduction, transmission, and destruction of data maintained by automated systems requiring protection

Oversees cyber security tools, network topologies, intrusion detection, and secured networks.  
 Oversees and provides guidance for formal on- site program evaluations of large complex information processing systems  
 Plans and conducts quantitative and qualitative security risk analyses, security evaluations and audits of information processing systems  
 Plans for the prevention of data compromise and reduces risks of cyber attack

**Minimum Education/Experience:**

Demonstrated knowledge of industry security standards and best practices such as; ISO, NIST (specifically 800 – 12, 14, 26, 37, 53), NERC

Demonstrated knowledge of the following aspects to information security; ethical hacking, computer forensics, reverse engineering, intrusion prevention, Malware, and data recovery

BA/BS Degree in computer science, computer information science, network security, or comparable discipline or 4 plus years of experience

CLIN	SIN	Labor Category Title	GSA Price
1	132-45A,B,D	Junior Cyber Security Analyst	\$ 93.56
2	132-45A,B,D	Cyber Engineer	\$ 134.64

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

**PREAMBLE**

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

**COMMITMENT**

To actively seek and partner with small businesses.

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

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

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

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

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

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

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact:

Mr. David Hale  
DHA Group, Inc. (dba) DHA  
1299 Pennsylvania Avenue Northwest, Suite 425  
Washington, DC 20004 2400  
Tel: (703) 585-7176  
FAX: (443) 646-0267

BEST VALUE  
BLANKET PURCHASE AGREEMENT  
FEDERAL SUPPLY SCHEDULE

(Insert Customer Name)

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

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

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

Signatures

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

\_\_\_\_\_  
Contractor                              Date

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

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

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

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

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

(2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

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

(4) This BPA does not obligate any funds.

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

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

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

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

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

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;
- (d) Model Number or National Stock Number (NSN);

- (e) Purchase Order Number;
- (f) Date of Purchase;
- (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
- (h) Date of Shipment.

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

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

\*\*\*\*\*

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

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

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

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

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

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

Here is a general outline on how it works:

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