

AWARD/CONTRACT				1. Reserved for later use		Page of Pages 1 77	
2. Contract Number CW46503			3. Effective Date See Block 20C		4. Requisition/Purchase Request/Project No.		
5. Issued By: Office of the Contracting and Procurement 200 I Street, SE, 5 th Floor Washington, DC 20003				6. Administered by (If other than line 5) Office of the Chief Technology Officer 200 I Street SE Washington, D.C. 20003			
7. Name and Address of Contractor (No. street, city, county, state and Zip Code) Computer Aid, Inc. 1390 Ridgewiew Drive Allentown, PA 18104 Duns No. TIN				8. Delivery <input type="checkbox"/> FOB Origin <input checked="" type="checkbox"/> Other			
				9. Discount for prompt payment:			
				10. Submit invoices to the Address shown in Section 7 (2 copies unless otherwise specified)			
11. Ship to/Mark For See Block 6			Code		12. Payment will be made by See Section G.3		
13. Remit Address: Same as 7				14. Accounting and Appropriation Data ENCUMBRANCE CODE:			
15A. Item		15B. Supplies/Services		15C. Qty.	15D. Unit	15E. Unit Price	15F. Amount
		SEE SCHEDULE B on PAGE 2					
Total Amount of Contract Shall Not Exceed						NTE \$55,000,000.00	
16. Table of Contents							
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Contracting Officer will complete Item 17 or 18 as applicable							
17. <input type="checkbox"/> CONTRACTOR'S NEGOTIATED AGREEMENT (Contractor is required to sign this document and return (2) copies to issuing office.) Contractor agrees to furnish and deliver all items, perform all the services set forth or otherwise identified above and on any continuation sheets, for the consideration stated herein. The rights and obligations of the parties to this Agreement shall be subject to and governed by the following documents: (a) this award/contract, (b) the solicitation, as amended, and (c) such provisions, representations, certifications, and specifications, as are attached or incorporated by reference herein. (Attachments are listed herein.)				18. <input type="checkbox"/> AWARD (Contractor is not required to sign this document.) Your offer on Solicitation Number including the additions or changes made by which additions or changes are set forth in full above, is hereby accepted as to the items listed in B.3 and on any continuation sheets. This award consummates the contract which consists of the following documents: (a) this award/contract, and (b) your offer. No further contractual document is necessary.			
19A. Name and Title of Signer (Type or print) <i>JAMES P. COONEY</i>				20A. Name of Contracting Officer Derrick White			
19B. <i>James P. Cooney</i> (Signature of person authorized to sign)		19C. Date Signed 8-29-16		20B. District of Columbia <i>[Signature]</i> (Signature of Contracting Officer)		20C. Date Signed 1/3/17	

SECTION B: CONTRACT TYPE, SUPPLIES OR SERVICES AND PRICE/COST

- B.1** The Government of the District of Columbia, Office of Contracting and Procurement (OCP), on behalf of the Office of the Chief Technology Officer (OCTO), is soliciting proposals from Offerors to provide Information Technology (IT) Resources to supplement the District citywide IT staff.
- B.1.1** The District contemplates award of a single Indefinite Delivery / Indefinite Quantity (IDIQ) contract with payment based on the not to exceed / fully burdened rate set forth in section B.3: Price Schedule.
- B.1.2** Unit price shall be the not to exceed / fully burdened rate as defined in Section C.3.17 to include all direct and indirect cost associated with providing services in accordance with Section C: Work Statement.
- B.2** **INDEFINITE DELIVERY- INDEFINITE QUANTITY (IDIQ) CONTRACT**
This is an IDIQ contract for the supplies or services specified in this solicitation and effective for the period stated in Section F.1 and F.2.
- B.2.1** Delivery or performance shall be made only as authorized by orders issued in accordance with Section G.5: Ordering Clause. The Prime Contractor shall furnish to the District, when and if ordered, the supplies or services specified in Section B.3: Price Schedule in the maximum aggregate amount of \$55,000,000.00 for each contract period of performance. The District will order at least the minimum aggregate amount of \$100,000.00 in each contract period of performance.
- B.2.2** The District may choose to exercise any combination of hours and labor category. The District may choose to add, change, or delete any labor category at any time.
- B.2.3** The District is not committed to order from each labor category included in Section B.3: Price Schedule. The price schedule includes an estimated number of annual Fully Burdened hours for each resource and establishes a not to Exceed Fully Burdened Hourly Rate in the event that the District places an order for that CLIN.
- B.2.4** There is no limit on the number of orders that may be issued. The District may issue orders requiring delivery to multiple destinations or performance at multiple locations.

B.3 PRICE SCHEDULE**B.3.1 BASE YEAR**

CLIN (Contract Line Item Number)	Job Category / Level (Resource)	Estimated Annual Hours	Not To Exceed Fully Burdened Hourly Rate	Estimated Total Amount
0001	Administrative Support, Entry	7,840	\$28.42	\$222,803.83
0002	Administrative Support, Journeyman	7,840	\$32.48	\$254,633.70
0003	Administrative Support, Senior	1,960	\$35.76	\$70,095.88
0004	Administrative Support, Master	1,960	\$38.85	\$76,140.57
0005	Applications Developer, Entry	5,880	\$47.95	\$281,948.80
0006	Applications Developer, Journeyman	9,800	\$61.71	\$604,718.87
0007	Applications Developer, Senior	9,800	\$70.05	\$686,521.42
0008	Applications Developer, Master	3,920	\$84.19	\$330,013.61
0009	Applications Systems Analyst, Entry	5,880	\$50.10	\$294,606.94
0010	Applications Systems Analyst, Journeyman	9,800	\$55.87	\$547,556.97
0011	Applications Systems Analyst, Senior	9,800	\$61.20	\$599,729.57
0012	Applications Systems Analyst, Master	3,920	\$66.20	\$259,511.87
0013	Business Process Consultant, Entry	5,880	\$63.45	\$373,066.15
0014	Business Process Consultant, Journeyman	5,880	\$75.47	\$443,748.56
0015	Business Process Consultant, Senior	5,880	\$84.84	\$498,869.53
0016	Business Process Consultant, Master	3,920	\$114.66	\$449,454.02
0017	Business Systems Analyst, Entry	5,880	\$53.80	\$316,338.76
0018	Business Systems Analyst, Journeyman	5,880	\$63.85	\$375,410.97
0019	Business Systems Analyst, Senior	5,880	\$114.66	\$674,181.03
0020	Business Systems Analyst, Master	3,920	\$173.71	\$680,941.24
0021	Computer Scientist, Entry	3,920	\$55.15	\$216,176.53
0022	Computer Scientist, Journeyman	5,880	\$64.32	\$378,195.69
0023	Computer Scientist, Senior	5,880	\$71.53	\$420,618.49
0024	Computer Scientist, Master	3,920	\$77.05	\$302,032.86
0025	Computer Forensic & Intrusion Analyst, Entry	3,920	\$61.66	\$241,711.65
0026	Computer Forensic & Intrusion Analyst, Journeyman	1,960	\$71.92	\$140,956.35

CLIN (Contract Line Item Number)	Job Category / Level (Resource)	Estimated Annual Hours	Not To Exceed Fully Burdened Hourly Rate	Estimated Total Amount
0027	Computer Forensic & Intrusion Analyst, Senior	1,960	\$79.24	\$155,315.92
0028	Computer Forensic & Intrusion Analyst, Master	1,960	\$84.60	\$165,815.90
0029	Configuration Management Specialist, Entry	3,920	\$52.23	\$204,733.91
0030	Configuration Management Specialist, Journeyman	3,920	\$62.06	\$243,264.39
0031	Configuration Management Specialist, Senior	3,920	\$68.96	\$270,310.35
0032	Configuration Management Specialist, Master	1,960	\$73.91	\$144,870.93
0033	Customer Support, Entry	29,400	\$24.01	\$705,861.85
0034	Customer Support, Journeyman	35,280	\$26.38	\$930,811.50
0035	Customer Support, Senior	3,920	\$29.31	\$114,913.25
0036	Customer Support, Master	3,920	\$45.49	\$178,325.56
0037	Database Administrator, Entry	5,880	\$57.11	\$335,788.60
0038	Database Administrator, Journeyman	9,800	\$66.75	\$654,147.49
0039	Database Administrator, Senior	13,720	\$74.01	\$1,015,388.71
0040	Database Administrator, Master	3,920	\$105.69	\$414,292.93
0041	Data Architect, Entry	1,960	\$60.83	\$119,235.00
0042	Data Architect, Journeyman	1,960	\$70.63	\$138,443.95
0043	Data Architect, Senior	1,960	\$78.16	\$153,189.74
0044	Data Architect, Master	1,960	\$109.32	\$214,266.68
0045	Data Warehousing Specialist, Entry	3,920	\$60.17	\$235,875.13
0046	Data Warehousing Specialist, Journeyman	3,920	\$69.97	\$274,293.01
0047	Data Warehousing Specialist, Senior	1,960	\$77.33	\$151,570.23
0048	Data Warehousing Specialist, Master	1,960	\$109.32	\$214,266.68
0049	Database Specialist, Entry	1,960	\$53.91	\$105,668.82
0050	Database Specialist, Journeyman	9,800	\$63.07	\$618,058.71
0051	Database Specialist, Senior	13,720	\$69.96	\$959,888.07
0052	Database Specialist, Master	1,960	\$75.32	\$147,622.92
0053	Disaster Recovery Specialist, Entry	3,920	\$61.66	\$241,711.65
0054	Disaster Recovery Specialist, Journeyman	3,920	\$71.92	\$281,912.70
0055	Disaster Recovery Specialist, Senior	5,880	\$79.24	\$465,947.77

CLIN (Contract Line Item Number)	Job Category / Level (Resource)	Estimated Annual Hours	Not To Exceed Fully Burdened Hourly Rate	Estimated Total Amount
0056	Disaster Recovery Specialist, Master	5,880	\$84.60	\$497,447.71
0057	Enterprise Architect, Entry	1,960	\$75.83	\$148,623.17
0058	Enterprise Architect, Journeyman	1,960	\$88.73	\$173,909.53
0059	Enterprise Architect, Senior	1,960	\$98.92	\$193,889.61
0060	Enterprise Architect, Master	1,960	\$138.47	\$271,408.47
0061	Enterprise Resource Planning (ERP) Analyst, Entry	5,880	\$54.01	\$317,564.19
0062	Enterprise Resource Planning (ERP) Analyst, Journeyman	5,880	\$61.40	\$361,055.32
0063	Enterprise Resource Planning (ERP) Analyst, Senior	5,880	\$67.44	\$396,530.07
0064	Enterprise Resource Planning (ERP) Analyst, Master	3,920	\$72.53	\$284,321.67
0065	ERP Business/Architectural Specialist, Entry	1,960	\$75.83	\$148,623.17
0066	ERP Business/Architectural Specialist, Journeyman	1,960	\$88.73	\$173,909.53
0067	ERP Business/Architectural Specialist, Senior	1,960	\$98.92	\$193,889.61
0068	ERP Business/Architectural Specialist, Master	1,960	\$106.75	\$209,225.86
0069	Financial Analyst, Entry	1,960	\$51.74	\$101,408.60
0070	Financial Analyst, Journeyman	1,960	\$57.68	\$113,051.54
0071	Financial Analyst, Senior	1,960	\$62.87	\$123,232.07
0072	Financial Analyst, Master	1,960	\$67.41	\$132,123.01
0073	Geographic Information System (GIS) Analyst/Programmer, Entry	1,960	\$33.42	\$65,500.50
0074	Geographic Information System (GIS) Analyst/Programmer, Journeyman	3,920	\$51.55	\$202,086.30
0075	Geographic Information System (GIS) Analyst/Programmer, Senior	1,960	\$58.34	\$114,343.57
0076	Geographic Information System (GIS) Analyst/Programmer, Master	1,960	\$87.24	\$170,985.33
0077	Groupware Specialist, Entry	1,960	\$75.83	\$148,623.17
0078	Groupware Specialist, Journeyman	1,960	\$88.73	\$173,909.53
0079	Groupware Specialist, Senior	1,960	\$98.92	\$193,889.61
0080	Groupware Specialist, Master	1,960	\$106.75	\$209,225.86
0081	Hardware Engineer, Entry	3,920	\$55.13	\$216,097.98
0082	Hardware Engineer, Journeyman	3,920	\$64.11	\$251,303.03
0083	Hardware Engineer, Senior	3,920	\$71.11	\$278,733.90

CLIN (Contract Line Item Number)	Job Category / Level (Resource)	Estimated Annual Hours	Not To Exceed Fully Burdened Hourly Rate	Estimated Total Amount
0084	Hardware Engineer, Master	3,920	\$76.09	\$298,272.77
0085	Help Desk Specialist, Entry	3,920	\$30.42	\$119,257.26
0086	Help Desk Specialist, Journeyman	11,760	\$35.02	\$411,777.30
0087	Help Desk Specialist, Senior	5,880	\$37.70	\$221,677.90
0088	Help Desk Specialist, Master	1,960	\$39.38	\$77,193.19
0089	Information Assurance/Security Specialist, Entry	3,920	\$67.49	\$264,562.85
0090	Information Assurance/Security Specialist, Journeyman	3,920	\$87.24	\$341,970.67
0091	Information Assurance/Security Specialist, Senior	3,920	\$109.32	\$428,533.37
0092	Information Assurance/Security Specialist, Master	3,920	\$127.07	\$498,095.54
0093	Information Specialist/Knowledge Engineer, Entry	1,960	\$56.94	\$111,608.77
0094	Information Specialist/Knowledge Engineer, Journeyman	1,960	\$67.39	\$132,085.04
0095	Information Specialist/Knowledge Engineer, Senior	1,960	\$75.24	\$147,463.19
0096	Information Specialist/Knowledge Engineer, Master	1,960	\$81.32	\$159,379.76
0097	IT Consultant, Entry	3,920	\$63.45	\$248,710.76
0098	IT Consultant, Journeyman	5,880	\$75.47	\$443,748.56
0099	IT Consultant, Senior	5,880	\$84.84	\$498,869.53
0100	IT Consultant, Master	3,920	\$138.46	\$542,776.93
0101	Modeling and Simulation Specialist, Entry	1,960	\$62.66	\$122,810.50
0102	Modeling and Simulation Specialist, Journeyman	1,960	\$72.80	\$142,681.91
0103	Modeling and Simulation Specialist, Senior	1,960	\$80.31	\$157,401.52
0104	Modeling and Simulation Specialist, Master	1,960	\$86.04	\$168,647.76
0105	Network Engineer/Specialist, Entry	5,880	\$40.64	\$238,987.46
0106	Network Engineer/Specialist, Journeyman	5,880	\$47.52	\$279,428.72
0107	Network Engineer/Specialist, Senior	9,800	\$56.46	\$553,317.26
0108	Network Engineer/Specialist, Master	9,800	\$75.56	\$740,523.10
0109	Program Manager, Entry	3,920	\$67.43	\$264,319.34
0110	Program Manager, Journeyman	5,880	\$78.57	\$461,988.67
0111	Program Manager, Senior	5,880	\$87.07	\$511,995.81

CLIN (Contract Line Item Number)	Job Category / Level (Resource)	Estimated Annual Hours	Not To Exceed Fully Burdened Hourly Rate	Estimated Total Amount
0112	Program Manager, Master	3,920	\$143.70	\$563,297.57
0113	Project Manager, Entry	3,920	\$52.35	\$205,223.56
0114	Project Manager, Journeyman	5,880	\$60.99	\$358,620.16
0115	Project Manager, Senior	5,880	\$68.22	\$401,149.01
0116	Project Manager, Master	3,920	\$73.19	\$286,913.94
0117	Quality Assurance Specialist, Entry	5,880	\$39.34	\$231,300.70
0118	Quality Assurance Specialist, Journeyman	5,880	\$46.25	\$271,952.12
0119	Quality Assurance Specialist, Senior	5,880	\$51.27	\$301,480.37
0120	Quality Assurance Specialist, Master	3,920	\$71.11	\$278,768.70
0121	Research Analyst, Entry	1,960	\$58.36	\$114,384.33
0122	Research Analyst, Journeyman	3,920	\$67.63	\$265,112.73
0123	Research Analyst, Senior	3,920	\$75.07	\$294,256.07
0124	Research Analyst, Master	3,920	\$80.95	\$317,337.69
0125	Subject Matter Expert - Technology Specific, Entry	3,920	\$75.83	\$297,246.34
0126	Subject Matter Expert - Technology Specific, Journeyman	3,920	\$88.73	\$347,819.06
0127	Subject Matter Expert - Technology Specific	3,920	\$98.92	\$387,779.21
0128	Subject Matter Expert - Technology Specific, Master	3,920	\$114.66	\$449,454.02
0129	System Administrator, Entry	3,920	\$49.76	\$195,063.98
0130	System Administrator, Journeyman	5,880	\$57.99	\$340,957.41
0131	System Administrator, Senior	5,880	\$64.70	\$380,450.17
0132	System Administrator, Master	5,880	\$70.37	\$413,796.12
0133	Systems Engineer, Entry	3,920	\$54.68	\$214,343.62
0134	Systems Engineer, Journeyman	5,880	\$63.60	\$373,993.08
0135	Systems Engineer, Senior	5,880	\$70.53	\$414,715.20
0136	Systems Engineer, Master	5,880	\$75.42	\$443,497.19
0137	Technical Editor, Entry	3,920	\$43.67	\$171,202.05
0138	Technical Editor, Journeyman	5,880	\$50.68	\$298,004.38
0139	Technical Editor, Senior	5,880	\$56.25	\$330,753.32
0140	Technical Editor, Master	3,920	\$61.04	\$239,271.25
0141	Technical Writer, Entry	3,920	\$48.64	\$190,672.84
0142	Technical Writer, Journeyman	5,880	\$57.35	\$337,230.05
0143	Technical Writer, Senior	5,880	\$63.54	\$373,635.66
0144	Technical Writer, Master	3,920	\$68.46	\$268,380.55

CLIN (Contract Line Item Number)	Job Category / Level (Resource)	Estimated Annual Hours	Not To Exceed Fully Burdened Hourly Rate	Estimated Total Amount
0145	Test Engineer, Entry	3,920	\$52.38	\$205,325.68
0146	Test Engineer, Journeyman	3,920	\$60.87	\$238,611.41
0147	Test Engineer, Senior	1,960	\$67.42	\$132,150.50
0148	Test Engineer, Master	3,920	\$72.34	\$283,557.08
0149	Training Specialist, Entry	1,960	\$38.13	\$74,739.70
0150	Training Specialist, Journeyman	1,960	\$44.87	\$87,949.78
0151	Training Specialist, Senior	1,960	\$49.82	\$97,652.44
0152	Training Specialist, Master	3,920	\$53.51	\$209,756.10
0153	Voice/Data Communications Engineer, Entry	1,960	\$52.06	\$102,044.89
0154	Voice/Data Communications Engineer, Journeyman	3,920	\$61.04	\$239,266.02
0155	Voice/Data Communications Engineer, Senior	5,880	\$87.24	\$512,956.00
0156	Voice/Data Communications Engineer, Master	9,800	\$101.78	\$997,431.12
0157	Web Content Analyst, Entry	5,880	\$30.87	\$181,529.22
0158	Web Content Analyst, Journeyman	5,880	\$36.22	\$212,962.39
0159	Web Content Analyst, Senior	5,880	\$40.32	\$237,105.80
0160	Web Content Analyst, Master	5,880	\$58.25	\$342,490.69
0161	Web Designer, Entry	5,880	\$40.86	\$240,240.08
0162	Web Designer, Journeyman	5,880	\$47.48	\$279,198.68
0163	Web Designer, Senior	5,880	\$53.00	\$311,664.82
0164	Web Designer, Master	5,880	\$57.74	\$339,500.25
Estimated Total Price - Base Year				\$49,732,968.66

B.3.3 Option Year One

CLIN	Job Category / Level (Resource)	Estimated Annual Hours	Not To Exceed Fully Burdened Hourly Rate	Estimated Total Amount
1001	Administrative Support, Entry	7,840	\$28.42	\$222,803.83
1002	Administrative Support, Journeyman	7,840	\$32.48	\$254,633.70
1003	Administrative Support, Senior	1,960	\$35.76	\$70,095.88
1004	Administrative Support, Master	1,960	\$38.85	\$76,140.57
1005	Applications Developer, Entry	5,880	\$47.95	\$281,948.80
1006	Applications Developer, Journeyman	9,800	\$61.71	\$604,718.87
1007	Applications Developer, Senior	9,800	\$70.05	\$686,521.42
1008	Applications Developer, Master	3,920	\$84.19	\$330,013.61
1009	Applications Systems Analyst, Entry	5,880	\$50.10	\$294,606.94
1010	Applications Systems Analyst, Journeyman	9,800	\$55.87	\$547,556.97
1011	Applications Systems Analyst, Senior	9,800	\$61.20	\$599,729.57
1012	Applications Systems Analyst, Master	3,920	\$66.20	\$259,511.87
1013	Business Process Consultant, Entry	5,880	\$63.45	\$373,066.15
1014	Business Process Consultant, Journeyman	5,880	\$75.47	\$443,748.56
1015	Business Process Consultant, Senior	5,880	\$84.84	\$498,869.53
1016	Business Process Consultant, Master	3,920	\$114.66	\$449,454.02
1017	Business Systems Analyst, Entry	5,880	\$53.80	\$316,338.76
1018	Business Systems Analyst, Journeyman	5,880	\$63.85	\$375,410.97
1019	Business Systems Analyst, Senior	5,880	\$114.66	\$674,181.03
1020	Business Systems Analyst, Master	3,920	\$173.71	\$680,941.24
1021	Computer Scientist, Entry	3,920	\$55.15	\$216,176.53
1022	Computer Scientist, Journeyman	5,880	\$64.32	\$378,195.69
1023	Computer Scientist, Senior	5,880	\$71.53	\$420,618.49
1024	Computer Scientist, Master	3,920	\$77.05	\$302,032.86
1025	Computer Forensic & Intrusion Analyst, Entry	3,920	\$61.66	\$241,711.65
1026	Computer Forensic & Intrusion Analyst, Journeyman	1,960	\$71.92	\$140,956.35
1027	Computer Forensic & Intrusion Analyst, Senior	1,960	\$79.24	\$155,315.92

CLIN	Job Category / Level (Resource)	Estimated Annual Hours	Not To Exceed Fully Burdened Hourly Rate	Estimated Total Amount
1028	Computer Forensic & Intrusion Analyst, Master	1,960	\$84.60	\$165,815.90
1029	Configuration Management Specialist, Entry	3,920	\$52.23	\$204,733.91
1030	Configuration Management Specialist, Journeyman	3,920	\$62.06	\$243,264.39
1031	Configuration Management Specialist, Senior	3,920	\$68.96	\$270,310.35
1032	Configuration Management Specialist, Master	1,960	\$73.91	\$144,870.93
1033	Customer Support, Entry	29,400	\$24.01	\$705,861.85
1034	Customer Support, Journeyman	35,280	\$26.38	\$930,811.50
1035	Customer Support, Senior	3,920	\$29.31	\$114,913.25
1036	Customer Support, Master	3,920	\$45.49	\$178,325.56
1037	Database Administrator, Entry	5,880	\$57.11	\$335,788.60
1038	Database Administrator, Journeyman	9,800	\$66.75	\$654,147.49
1039	Database Administrator, Senior	13,720	\$74.01	\$1,015,388.71
1040	Database Administrator, Master	3,920	\$105.69	\$414,292.93
1041	Data Architect, Entry	1,960	\$60.83	\$119,235.00
1042	Data Architect, Journeyman	1,960	\$70.63	\$138,443.95
1043	Data Architect, Senior	1,960	\$78.16	\$153,189.74
1044	Data Architect, Master	1,960	\$109.32	\$214,266.68
1045	Data Warehousing Specialist, Entry	3,920	\$60.17	\$235,875.13
1046	Data Warehousing Specialist, Journeyman	3,920	\$69.97	\$274,293.01
1047	Data Warehousing Specialist, Senior	1,960	\$77.33	\$151,570.23
1048	Data Warehousing Specialist, Master	1,960	\$109.32	\$214,266.68
1049	Database Specialist, Entry	1,960	\$53.91	\$105,668.82
1050	Database Specialist, Journeyman	9,800	\$63.07	\$618,058.71
1051	Database Specialist, Senior	13,720	\$69.96	\$959,888.07
1052	Database Specialist, Master	1,960	\$75.32	\$147,622.92
1053	Disaster Recovery Specialist, Entry	3,920	\$61.66	\$241,711.65
1054	Disaster Recovery Specialist, Journeyman	3,920	\$71.92	\$281,912.70
1055	Disaster Recovery Specialist, Senior	5,880	\$79.24	\$465,947.77
1056	Disaster Recovery Specialist, Master	5,880	\$84.60	\$497,447.71
1057	Enterprise Architect, Entry	1,960	\$75.83	\$148,623.17
1058	Enterprise Architect, Journeyman	1,960	\$88.73	\$173,909.53

CLIN	Job Category / Level (Resource)	Estimated Annual Hours	Not To Exceed Fully Burdened Hourly Rate	Estimated Total Amount
1059	Enterprise Architect, Senior	1,960	\$98.92	\$193,889.61
1060	Enterprise Architect, Master	1,960	\$138.47	\$271,408.47
1061	Enterprise Resource Planning (ERP) Analyst, Entry	5,880	\$54.01	\$317,564.19
1062	Enterprise Resource Planning (ERP) Analyst, Journeyman	5,880	\$61.40	\$361,055.32
1063	Enterprise Resource Planning (ERP) Analyst, Senior	5,880	\$67.44	\$396,530.07
1064	Enterprise Resource Planning (ERP) Analyst, Master	3,920	\$72.53	\$284,321.67
1065	ERP Business/Architectural Specialist, Entry	1,960	\$75.83	\$148,623.17
1066	ERP Business/Architectural Specialist, Journeyman	1,960	\$88.73	\$173,909.53
1067	ERP Business/Architectural Specialist, Senior	1,960	\$98.92	\$193,889.61
1068	ERP Business/Architectural Specialist, Master	1,960	\$106.75	\$209,225.86
1069	Financial Analyst, Entry	1,960	\$51.74	\$101,408.60
1070	Financial Analyst, Journeyman	1,960	\$57.68	\$113,051.54
1071	Financial Analyst, Senior	1,960	\$62.87	\$123,232.07
1072	Financial Analyst, Master	1,960	\$67.41	\$132,123.01
1073	Geographic Information System (GIS) Analyst/Programmer, Entry	1,960	\$33.42	\$65,500.50
1074	Geographic Information System (GIS) Analyst/Programmer, Journeyman	3,920	\$51.55	\$202,086.30
1075	Geographic Information System (GIS) Analyst/Programmer, Senior	1,960	\$58.34	\$114,343.57
1076	Geographic Information System (GIS) Analyst/Programmer, Master	1,960	\$87.24	\$170,985.33
1077	Groupware Specialist, Entry	1,960	\$75.83	\$148,623.17
1078	Groupware Specialist, Journeyman	1,960	\$88.73	\$173,909.53
1079	Groupware Specialist, Senior	1,960	\$98.92	\$193,889.61
1080	Groupware Specialist, Master	1,960	\$106.75	\$209,225.86
1081	Hardware Engineer, Entry	3,920	\$55.13	\$216,097.98
1082	Hardware Engineer, Journeyman	3,920	\$64.11	\$251,303.03
1083	Hardware Engineer, Senior	3,920	\$71.11	\$278,733.90
1084	Hardware Engineer, Master	3,920	\$76.09	\$298,272.77
1085	Help Desk Specialist, Entry	3,920	\$30.42	\$119,257.26
1086	Help Desk Specialist, Journeyman	11,760	\$35.02	\$411,777.30

CLIN	Job Category / Level (Resource)	Estimated Annual Hours	Not To Exceed Fully Burdened Hourly Rate	Estimated Total Amount
1087	Help Desk Specialist, Senior	5,880	\$37.70	\$221,677.90
1088	Help Desk Specialist, Master	1,960	\$39.38	\$77,193.19
1089	Information Assurance/Security Specialist, Entry	3,920	\$67.49	\$264,562.85
1090	Information Assurance/Security Specialist, Journeyman	3,920	\$87.24	\$341,970.67
1091	Information Assurance/Security Specialist, Senior	3,920	\$109.32	\$428,533.37
1092	Information Assurance/Security Specialist, Master	3,920	\$127.07	\$498,095.54
1093	Information Specialist/Knowledge Engineer, Entry	1,960	\$56.94	\$111,608.77
1094	Information Specialist/Knowledge Engineer, Journeyman	1,960	\$67.39	\$132,085.04
1095	Information Specialist/Knowledge Engineer, Senior	1,960	\$75.24	\$147,463.19
1096	Information Specialist/Knowledge Engineer, Master	1,960	\$81.32	\$159,379.76
1097	IT Consultant, Entry	3,920	\$63.45	\$248,710.76
1098	IT Consultant, Journeyman	5,880	\$75.47	\$443,748.56
1099	IT Consultant, Senior	5,880	\$84.84	\$498,869.53
1100	IT Consultant, Master	3,920	\$138.46	\$542,776.93
1101	Modeling and Simulation Specialist, Entry	1,960	\$62.66	\$122,810.50
1102	Modeling and Simulation Specialist, Journeyman	1,960	\$72.80	\$142,681.91
1103	Modeling and Simulation Specialist, Senior	1,960	\$80.31	\$157,401.52
1104	Modeling and Simulation Specialist, Master	1,960	\$86.04	\$168,647.76
1105	Network Engineer/Specialist, Entry	5,880	\$40.64	\$238,987.46
1106	Network Engineer/Specialist, Journeyman	5,880	\$47.52	\$279,428.72
1107	Network Engineer/Specialist, Senior	9,800	\$56.46	\$553,317.26
1108	Network Engineer/Specialist, Master	9,800	\$75.56	\$740,523.10
1109	Program Manager, Entry	3,920	\$67.43	\$264,319.34
1110	Program Manager, Journeyman	5,880	\$78.57	\$461,988.67
1111	Program Manager, Senior	5,880	\$87.07	\$511,995.81
1112	Program Manager, Master	3,920	\$143.70	\$563,297.57
1113	Project Manager, Entry	3,920	\$52.35	\$205,223.56
1114	Project Manager, Journeyman	5,880	\$60.99	\$358,620.16
1115	Project Manager, Senior	5,880	\$68.22	\$401,149.01

CLIN	Job Category / Level (Resource)	Estimated Annual Hours	Not To Exceed Fully Burdened Hourly Rate	Estimated Total Amount
1116	Project Manager, Master	3,920	\$73.19	\$286,913.94
1117	Quality Assurance Specialist, Entry	5,880	\$39.34	\$231,300.70
1118	Quality Assurance Specialist, Journeyman	5,880	\$46.25	\$271,952.12
1119	Quality Assurance Specialist, Senior	5,880	\$51.27	\$301,480.37
1120	Quality Assurance Specialist, Master	3,920	\$71.11	\$278,768.70
1121	Research Analyst, Entry	1,960	\$58.36	\$114,384.33
1122	Research Analyst, Journeyman	3,920	\$67.63	\$265,112.73
1123	Research Analyst, Senior	3,920	\$75.07	\$294,256.07
1124	Research Analyst, Master	3,920	\$80.95	\$317,337.69
1125	Subject Matter Expert - Technology Specific, Entry	3,920	\$75.83	\$297,246.34
1126	Subject Matter Expert - Technology Specific, Journeyman	3,920	\$88.73	\$347,819.06
1127	Subject Matter Expert - Technology Specific	3,920	\$98.92	\$387,779.21
1128	Subject Matter Expert - Technology Specific, Master	3,920	\$114.66	\$449,454.02
1129	System Administrator, Entry	3,920	\$49.76	\$195,063.98
1130	System Administrator, Journeyman	5,880	\$57.99	\$340,957.41
1131	System Administrator, Senior	5,880	\$64.70	\$380,450.17
1132	System Administrator, Master	5,880	\$70.37	\$413,796.12
1133	Systems Engineer, Entry	3,920	\$54.68	\$214,343.62
1134	Systems Engineer, Journeyman	5,880	\$63.60	\$373,993.08
1135	Systems Engineer, Senior	5,880	\$70.53	\$414,715.20
1136	Systems Engineer, Master	5,880	\$75.42	\$443,497.19
1137	Technical Editor, Entry	3,920	\$43.67	\$171,202.05
1138	Technical Editor, Journeyman	5,880	\$50.68	\$298,004.38
1139	Technical Editor, Senior	5,880	\$56.25	\$330,753.32
1140	Technical Editor, Master	3,920	\$61.04	\$239,271.25
1141	Technical Writer, Entry	3,920	\$48.64	\$190,672.84
1142	Technical Writer, Journeyman	5,880	\$57.35	\$337,230.05
1143	Technical Writer, Senior	5,880	\$63.54	\$373,635.66
1144	Technical Writer, Master	3,920	\$68.46	\$268,380.55
1145	Test Engineer, Entry	3,920	\$52.38	\$205,325.68
1146	Test Engineer, Journeyman	3,920	\$60.87	\$238,611.41
1147	Test Engineer, Senior	1,960	\$67.42	\$132,150.50
1148	Test Engineer, Master	3,920	\$72.34	\$283,557.08

CLIN	Job Category / Level (Resource)	Estimated Annual Hours	Not To Exceed Fully Burdened Hourly Rate	Estimated Total Amount
1149	Training Specialist, Entry	1,960	\$38.13	\$74,739.70
1150	Training Specialist, Journeyman	1,960	\$44.87	\$87,949.78
1151	Training Specialist, Senior	1,960	\$49.82	\$97,652.44
1152	Training Specialist, Master	3,920	\$53.51	\$209,756.10
1153	Voice/Data Communications Engineer, Entry	1,960	\$52.06	\$102,044.89
1154	Voice/Data Communications Engineer, Journeyman	3,920	\$61.04	\$239,266.02
1155	Voice/Data Communications Engineer, Senior	5,880	\$87.24	\$512,956.00
1156	Voice/Data Communications Engineer, Master	9,800	\$101.78	\$997,431.12
1157	Web Content Analyst, Entry	5,880	\$30.87	\$181,529.22
1158	Web Content Analyst, Journeyman	5,880	\$36.22	\$212,962.39
1159	Web Content Analyst, Senior	5,880	\$40.32	\$237,105.80
1160	Web Content Analyst, Master	5,880	\$58.25	\$342,490.69
1161	Web Designer, Entry	5,880	\$40.86	\$240,240.08
1162	Web Designer, Journeyman	5,880	\$47.48	\$279,198.68
1163	Web Designer, Senior	5,880	\$53.00	\$311,664.82
1164	Web Designer, Master	5,880	\$57.74	\$339,500.25
Estimated Total Price - Option Year 1				\$49,732,968.66

B.3.5 Option Year Two

CLIN	Job Category / Level (Resource)	Estimated Annual Hours	Not To Exceed Fully Burdened Hourly Rate	Estimated Total Amount
2001	Administrative Support, Entry	7,840	\$28.42	\$222,803.83
2002	Administrative Support, Journeyman	7,840	\$32.48	\$254,633.70
2003	Administrative Support, Senior	1,960	\$35.76	\$70,095.88
2004	Administrative Support, Master	1,960	\$38.85	\$76,140.57
2005	Applications Developer, Entry	5,880	\$47.95	\$281,948.80
2006	Applications Developer, Journeyman	9,800	\$61.71	\$604,718.87
2007	Applications Developer, Senior	9,800	\$70.05	\$686,521.42
2008	Applications Developer, Master	3,920	\$84.19	\$330,013.61
2009	Applications Systems Analyst, Entry	5,880	\$50.10	\$294,606.94
2010	Applications Systems Analyst, Journeyman	9,800	\$55.87	\$547,556.97
2011	Applications Systems Analyst, Senior	9,800	\$61.20	\$599,729.57
2012	Applications Systems Analyst, Master	3,920	\$66.20	\$259,511.87
2013	Business Process Consultant, Entry	5,880	\$63.45	\$373,066.15
2014	Business Process Consultant, Journeyman	5,880	\$75.47	\$443,748.56
2015	Business Process Consultant, Senior	5,880	\$84.84	\$498,869.53
2016	Business Process Consultant, Master	3,920	\$114.66	\$449,454.02
2017	Business Systems Analyst, Entry	5,880	\$53.80	\$316,338.76
2018	Business Systems Analyst, Journeyman	5,880	\$63.85	\$375,410.97
2019	Business Systems Analyst, Senior	5,880	\$114.66	\$674,181.03
2020	Business Systems Analyst, Master	3,920	\$173.71	\$680,941.24
2021	Computer Scientist, Entry	3,920	\$55.15	\$216,176.53
2022	Computer Scientist, Journeyman	5,880	\$64.32	\$378,195.69
2023	Computer Scientist, Senior	5,880	\$71.53	\$420,618.49
2024	Computer Scientist, Master	3,920	\$77.05	\$302,032.86
2025	Computer Forensic & Intrusion Analyst, Entry	3,920	\$61.66	\$241,711.65
2026	Computer Forensic & Intrusion Analyst, Journeyman	1,960	\$71.92	\$140,956.35

CLIN	Job Category / Level (Resource)	Estimated Annual Hours	Not To Exceed Fully Burdened Hourly Rate	Estimated Total Amount
2027	Computer Forensic & Intrusion Analyst, Senior	1,960	\$79.24	\$155,315.92
2028	Computer Forensic & Intrusion Analyst, Master	1,960	\$84.60	\$165,815.90
2029	Configuration Management Specialist, Entry	3,920	\$52.23	\$204,733.91
2030	Configuration Management Specialist, Journeyman	3,920	\$62.06	\$243,264.39
2031	Configuration Management Specialist, Senior	3,920	\$68.96	\$270,310.35
2032	Configuration Management Specialist, Master	1,960	\$73.91	\$144,870.93
2033	Customer Support, Entry	29,400	\$24.01	\$705,861.85
2034	Customer Support, Journeyman	35,280	\$26.38	\$930,811.50
2035	Customer Support, Senior	3,920	\$29.31	\$114,913.25
2036	Customer Support, Master	3,920	\$45.49	\$178,325.56
2037	Database Administrator, Entry	5,880	\$57.11	\$335,788.60
2038	Database Administrator, Journeyman	9,800	\$66.75	\$654,147.49
2039	Database Administrator, Senior	13,720	\$74.01	\$1,015,388.71
2040	Database Administrator, Master	3,920	\$105.69	\$414,292.93
2041	Data Architect, Entry	1,960	\$60.83	\$119,235.00
2042	Data Architect, Journeyman	1,960	\$70.63	\$138,443.95
2043	Data Architect, Senior	1,960	\$78.16	\$153,189.74
2044	Data Architect, Master	1,960	\$109.32	\$214,266.68
2045	Data Warehousing Specialist, Entry	3,920	\$60.17	\$235,875.13
2046	Data Warehousing Specialist, Journeyman	3,920	\$69.97	\$274,293.01
2047	Data Warehousing Specialist, Senior	1,960	\$77.33	\$151,570.23
2048	Data Warehousing Specialist, Master	1,960	\$109.32	\$214,266.68
2049	Database Specialist, Entry	1,960	\$53.91	\$105,668.82
2050	Database Specialist, Journeyman	9,800	\$63.07	\$618,058.71
2051	Database Specialist, Senior	13,720	\$69.96	\$959,888.07
2052	Database Specialist, Master	1,960	\$75.32	\$147,622.92
2053	Disaster Recovery Specialist, Entry	3,920	\$61.66	\$241,711.65
2054	Disaster Recovery Specialist, Journeyman	3,920	\$71.92	\$281,912.70
2055	Disaster Recovery Specialist, Senior	5,880	\$79.24	\$465,947.77

CLIN	Job Category / Level (Resource)	Estimated Annual Hours	Not To Exceed Fully Burdened Hourly Rate	Estimated Total Amount
2056	Disaster Recovery Specialist, Master	5,880	\$84.60	\$497,447.71
2057	Enterprise Architect, Entry	1,960	\$75.83	\$148,623.17
2058	Enterprise Architect, Journeyman	1,960	\$88.73	\$173,909.53
2059	Enterprise Architect, Senior	1,960	\$98.92	\$193,889.61
2060	Enterprise Architect, Master	1,960	\$138.47	\$271,408.47
2061	Enterprise Resource Planning (ERP) Analyst, Entry	5,880	\$54.01	\$317,564.19
2062	Enterprise Resource Planning (ERP) Analyst, Journeyman	5,880	\$61.40	\$361,055.32
2063	Enterprise Resource Planning (ERP) Analyst, Senior	5,880	\$67.44	\$396,530.07
2064	Enterprise Resource Planning (ERP) Analyst, Master	3,920	\$72.53	\$284,321.67
2065	ERP Business/Architectural Specialist, Entry	1,960	\$75.83	\$148,623.17
2066	ERP Business/Architectural Specialist, Journeyman	1,960	\$88.73	\$173,909.53
2067	ERP Business/Architectural Specialist, Senior	1,960	\$98.92	\$193,889.61
2068	ERP Business/Architectural Specialist, Master	1,960	\$106.75	\$209,225.86
2069	Financial Analyst, Entry	1,960	\$51.74	\$101,408.60
2070	Financial Analyst, Journeyman	1,960	\$57.68	\$113,051.54
2071	Financial Analyst, Senior	1,960	\$62.87	\$123,232.07
2072	Financial Analyst, Master	1,960	\$67.41	\$132,123.01
2073	Geographic Information System (GIS) Analyst/Programmer, Entry	1,960	\$33.42	\$65,500.50
2074	Geographic Information System (GIS) Analyst/Programmer, Journeyman	3,920	\$51.55	\$202,086.30
2075	Geographic Information System (GIS) Analyst/Programmer, Senior	1,960	\$58.34	\$114,343.57
2076	Geographic Information System (GIS) Analyst/Programmer, Master	1,960	\$87.24	\$170,985.33
2077	Groupware Specialist, Entry	1,960	\$75.83	\$148,623.17
2078	Groupware Specialist, Journeyman	1,960	\$88.73	\$173,909.53
2079	Groupware Specialist, Senior	1,960	\$98.92	\$193,889.61
2080	Groupware Specialist, Master	1,960	\$106.75	\$209,225.86
2081	Hardware Engineer, Entry	3,920	\$55.13	\$216,097.98
2082	Hardware Engineer, Journeyman	3,920	\$64.11	\$251,303.03
2083	Hardware Engineer, Senior	3,920	\$71.11	\$278,733.90

CLIN	Job Category / Level (Resource)	Estimated Annual Hours	Not To Exceed Fully Burdened Hourly Rate	Estimated Total Amount
2084	Hardware Engineer, Master	3,920	\$76.09	\$298,272.77
2085	Help Desk Specialist, Entry	3,920	\$30.42	\$119,257.26
2086	Help Desk Specialist, Journeyman	11,760	\$35.02	\$411,777.30
2087	Help Desk Specialist, Senior	5,880	\$37.70	\$221,677.90
2088	Help Desk Specialist, Master	1,960	\$39.38	\$77,193.19
2089	Information Assurance/Security Specialist, Entry	3,920	\$67.49	\$264,562.85
2090	Information Assurance/Security Specialist, Journeyman	3,920	\$87.24	\$341,970.67
2091	Information Assurance/Security Specialist, Senior	3,920	\$109.32	\$428,533.37
2092	Information Assurance/Security Specialist, Master	3,920	\$127.07	\$498,095.54
2093	Information Specialist/Knowledge Engineer, Entry	1,960	\$56.94	\$111,608.77
2094	Information Specialist/Knowledge Engineer, Journeyman	1,960	\$67.39	\$132,085.04
2095	Information Specialist/Knowledge Engineer, Senior	1,960	\$75.24	\$147,463.19
2096	Information Specialist/Knowledge Engineer, Master	1,960	\$81.32	\$159,379.76
2097	IT Consultant, Entry	3,920	\$63.45	\$248,710.76
2098	IT Consultant, Journeyman	5,880	\$75.47	\$443,748.56
2099	IT Consultant, Senior	5,880	\$84.84	\$498,869.53
2100	IT Consultant, Master	3,920	\$138.46	\$542,776.93
2101	Modeling and Simulation Specialist, Entry	1,960	\$62.66	\$122,810.50
2102	Modeling and Simulation Specialist, Journeyman	1,960	\$72.80	\$142,681.91
2103	Modeling and Simulation Specialist, Senior	1,960	\$80.31	\$157,401.52
2104	Modeling and Simulation Specialist, Master	1,960	\$86.04	\$168,647.76
2105	Network Engineer/Specialist, Entry	5,880	\$40.64	\$238,987.46
2106	Network Engineer/Specialist, Journeyman	5,880	\$47.52	\$279,428.72
2107	Network Engineer/Specialist, Senior	9,800	\$56.46	\$553,317.26
2108	Network Engineer/Specialist, Master	9,800	\$75.56	\$740,523.10
2109	Program Manager, Entry	3,920	\$67.43	\$264,319.34
2110	Program Manager, Journeyman	5,880	\$78.57	\$461,988.67
2111	Program Manager, Senior	5,880	\$87.07	\$511,995.81

CLIN	Job Category / Level (Resource)	Estimated Annual Hours	Not To Exceed Fully Burdened Hourly Rate	Estimated Total Amount
2112	Program Manager, Master	3,920	\$143.70	\$563,297.57
2113	Project Manager, Entry	3,920	\$52.35	\$205,223.56
2114	Project Manager, Journeyman	5,880	\$60.99	\$358,620.16
2115	Project Manager, Senior	5,880	\$68.22	\$401,149.01
2116	Project Manager, Master	3,920	\$73.19	\$286,913.94
2117	Quality Assurance Specialist, Entry	5,880	\$39.34	\$231,300.70
2118	Quality Assurance Specialist, Journeyman	5,880	\$46.25	\$271,952.12
2119	Quality Assurance Specialist, Senior	5,880	\$51.27	\$301,480.37
2120	Quality Assurance Specialist, Master	3,920	\$71.11	\$278,768.70
2121	Research Analyst, Entry	1,960	\$58.36	\$114,384.33
2122	Research Analyst, Journeyman	3,920	\$67.63	\$265,112.73
2123	Research Analyst, Senior	3,920	\$75.07	\$294,256.07
2124	Research Analyst, Master	3,920	\$80.95	\$317,337.69
2125	Subject Matter Expert - Technology Specific, Entry	3,920	\$75.83	\$297,246.34
2126	Subject Matter Expert - Technology Specific, Journeyman	3,920	\$88.73	\$347,819.06
2127	Subject Matter Expert - Technology Specific	3,920	\$98.92	\$387,779.21
2128	Subject Matter Expert - Technology Specific, Master	3,920	\$114.66	\$449,454.02
2129	System Administrator, Entry	3,920	\$49.76	\$195,063.98
2130	System Administrator, Journeyman	5,880	\$57.99	\$340,957.41
2131	System Administrator, Senior	5,880	\$64.70	\$380,450.17
2132	System Administrator, Master	5,880	\$70.37	\$413,796.12
2133	Systems Engineer, Entry	3,920	\$54.68	\$214,343.62
2134	Systems Engineer, Journeyman	5,880	\$63.60	\$373,993.08
2135	Systems Engineer, Senior	5,880	\$70.53	\$414,715.20
2136	Systems Engineer, Master	5,880	\$75.42	\$443,497.19
2137	Technical Editor, Entry	3,920	\$43.67	\$171,202.05
2138	Technical Editor, Journeyman	5,880	\$50.68	\$298,004.38
2139	Technical Editor, Senior	5,880	\$56.25	\$330,753.32
2140	Technical Editor, Master	3,920	\$61.04	\$239,271.25
2141	Technical Writer, Entry	3,920	\$48.64	\$190,672.84
2142	Technical Writer, Journeyman	5,880	\$57.35	\$337,230.05
2143	Technical Writer, Senior	5,880	\$63.54	\$373,635.66

CLIN	Job Category / Level (Resource)	Estimated Annual Hours	Not To Exceed Fully Burdened Hourly Rate	Estimated Total Amount
2144	Technical Writer, Master	3,920	\$68.46	\$268,380.55
2145	Test Engineer, Entry	3,920	\$52.38	\$205,325.68
2146	Test Engineer, Journeyman	3,920	\$60.87	\$238,611.41
2147	Test Engineer, Senior	1,960	\$67.42	\$132,150.50
2148	Test Engineer, Master	3,920	\$72.34	\$283,557.08
2149	Training Specialist, Entry	1,960	\$38.13	\$74,739.70
2150	Training Specialist, Journeyman	1,960	\$44.87	\$87,949.78
2151	Training Specialist, Senior	1,960	\$49.82	\$97,652.44
2152	Training Specialist, Master	3,920	\$53.51	\$209,756.10
2153	Voice/Data Communications Engineer, Entry	1,960	\$52.06	\$102,044.89
2154	Voice/Data Communications Engineer, Journeyman	3,920	\$61.04	\$239,266.02
2155	Voice/Data Communications Engineer, Senior	5,880	\$87.24	\$512,956.00
2156	Voice/Data Communications Engineer, Master	9,800	\$101.78	\$997,431.12
2157	Web Content Analyst, Entry	5,880	\$30.87	\$181,529.22
2158	Web Content Analyst, Journeyman	5,880	\$36.22	\$212,962.39
2159	Web Content Analyst, Senior	5,880	\$40.32	\$237,105.80
2160	Web Content Analyst, Master	5,880	\$58.25	\$342,490.69
2161	Web Designer, Entry	5,880	\$40.86	\$240,240.08
2162	Web Designer, Journeyman	5,880	\$47.48	\$279,198.68
2163	Web Designer, Senior	5,880	\$53.00	\$311,664.82
2164	Web Designer, Master	5,880	\$57.74	\$339,500.25
Estimated Total Price - Option Year 2				\$49,732,968.66

B.4 SUBCONTRACTING REQUIREMENTS

An Offeror responding to this solicitation must submit with its proposal, a notarized statement detailing any subcontracting plan required by law. Proposals responding to this RFP may be deemed nonresponsive and may be rejected if the Offeror fails to submit a subcontracting plan that is required under this RFP.

UNDER THIS RFP; THE PRIME CONTRACTOR IS REQUIRED TO SUBCONTRACT AT LEAST 95% OF THE DOLLAR VOLUME OF THE CONTRACT TO CERTIFIED BUSINESS ENTERPRISE (CBE) THAT HAS BEEN CERTIFIED BY THE DISTRICT OF COLUMBIA DEPARTMENT OF SMALL AND LOCAL BUSINESS DEVELOPMENT (DSLBD). THE PRIME CONTRACTOR SHALL BE LIMITED TO SINGLE TIER SUBCONTRACTORS.

A Subcontracting Plan form is available at <http://ocp.dc.gov/node/599822>

SECTION C: SPECIFICATIONS/WORK STATEMENT

C.1 SCOPE

- C.1.1** The Government of the District of Columbia, Office of Contracting and Procurement (OCP), on behalf of the Office of the Chief Technology Officer (OCTO), is soliciting proposals from Offerors to provide Information Technology (IT) Resources to supplement the District citywide IT staff.
- C.1.2** The Prime Contractor shall provide Resources, as defined in Section C.3.22 (directly or through Subcontractors), on an hourly rate basis in response to the District Candidate Staffing Request (CSR).
- C.1.3** The Prime Contractor shall provide Key Personnel and Support Personnel in accordance with section C.5.3.

C.2 APPLICABLE DOCUMENTS

The following documents are applicable to this procurement and are hereby incorporated by this reference: NONE

C.3 DEFINITIONS

These terms when used in this RFP have the following meanings:

1. Candidate: an individual offered by a Prime Contractor or a Subcontractor in response to a Candidate Staffing Request (CSR). If a proposed Candidate is selected by a District Program Manager to fill the CSR and a valid purchase order is issued, the Candidate becomes a Resource.
2. Candidate Staffing Request (CSR): the District Program Manager's request to have the Prime Contractor seek, identify, evaluate, and procure IT Resources on behalf of the District. The CSR allows the District Program Managers to describe technology, skills, and experience requirements for Candidates under the contract.
3. Certified Business Enterprise (CBE) : a business that is certified by the District Department of Small and Local Business Development (DSLBD) pursuant to the Small, Local, and Disadvantaged Business Development and Assistance Act of 2005, DC Official Code § 2-218.01 et seq.
4. Commercial Off-The-Shelf (COTS): Pre-built commercial software that is standard manufactured rather than custom and is available in the commercial marketplace.
5. Contract Administrator (CA): a District employee responsible for overseeing and assisting the work of the Prime Contractor under this contract.
6. Day: Unless otherwise specified, a day is a business day (Monday – Friday).
7. Department of Employment Services (DOES): a District agency that performs employment-related functions including, among other things, maintaining data on contractors' compliance with unemployment tax laws and with First Source Agreements.
8. District: District of Columbia Government
9. District Program Manager: a District employee of OCTO or any District agency participating as a customer under this contract, who requests services, evaluates Candidates to perform such services, selects Candidates for award as IT Resources, and supervises the work of Resources under this contract.

10. District Timekeeping System (DTS): Resources must use the District Procurement Automated Support System (PASS) in order to submit weekly timesheets under this contract.
11. Engagement: the conversion from a Candidate to a Resource
12. Invoice Deadline: 6:00 PM on the second Monday following the end of each invoice period. For example, if the invoice period ends on Saturday, January 2, 2016, the invoice deadline shall be 6:00 pm on Monday, January 11, 2016.
13. Invoice Period: every four weeks from the first week of billable hours under this contract. The District may adjust the invoice period for any reason at any time, but typically to accommodate the cross of fiscal year periods.
14. Intellectual Property (IP): Any concept, document, idea, system, solution or any other process developed as part of the deliverables assigned under this contract.
15. Managed Service Provider (MSP): The Prime Contractor shall serve as the MSP responsible for day-to-day management responsibilities and functions of the District's information technology staffing augmentation program.
16. Non-Disclosure Agreement (NDA): an agreement that requires one or both parties to maintain the confidentiality of specified data disclosed by the other party.
17. Not to Exceed / Fully Burdened Rate: The rate the Prime Contractor proposes for each labor category and level. The Not to Exceed / Fully Burdened Rate shall include all direct and indirect costs associated with providing the services (such as wages, overhead, general and administrative expenses, fee, profit, VMS, Key Personnel and Support Personnel).
18. Office of Contracting and Procurement (OCP): a District agency that performs contracting services for selected agencies and offices of the District.
19. Office of Tax and Revenue (OTR): a District agency that performs tax-related functions, including maintaining data on contractor's compliance with tax liabilities.
20. Office of the Chief Technology Officer (OCTO): a District agency that is primarily responsible for technology services and governance Resources for the District.
21. Prime Contractor: the District's contracting party under this solicitation.
22. Resource: a qualified individual to fill a Candidate Staffing Request (CSR) selected by a Program Manager for an engagement and engaged with a valid purchase order. The Resource shall work under the supervision of a District Program Manager. Unless otherwise noted in the CSR, all Resources will work at the District's agency facilities within the boundaries of the District of Columbia.
23. Subcontractor: an entity that contracts directly with the Prime Contractor to provide Resources to the District under this solicitation.
24. Vendor Management System (VMS): Web-based COTS software that automates and manages the CSR process among the District, the Prime Contractor, Subcontractors, and Resources under this contract; provides standard and customized reports; and facilitates the publication of data related to this contract as open data.
25. Work Day: any day the District is open for business (excluding evenings, weekends, holidays, and any other official District government closures), from 8:00 am until 6:00 pm. Shift work may require Resources to work outside the normal work hours.

26. Work Week: the standard period during which Resources supply services to the District and report the number of hours of services they provide under the contract. The normal Work Week period shall be from Monday through Friday. The Work Week for a particular Resource may extend to Sunday and Saturday when approved by the applicable District Program Manager. The District shall pay a flat rate for each hour worked by a Resource.
27. Key Personnel: Include the Account Manager, Technical Manager and Customer Support Manager as identified in Section C.5.3.1
28. Support Personnel: The personnel supporting the key personnel directly onsite and offsite with all ongoing operational activities. Additionally they will be responsible for assisting with questions regarding program operations, CSR management and review CSR responses as identified in Section C.5.3.2

C.4 BACKGROUND

OCTO and other District agencies have ongoing needs to supplement their IT employees with contract staff, for various reasons such as conducting short-term projects and adding technology skills not represented among their employees. Since 2008, the District has met this additional IT staff augmentation need through a contract vehicle called "IT Staff Augmentation," or "ITSA." OCTO has served as the Contract Administrator on behalf of all District agencies who required a competed IT staff engagement.

The original ITSA contract met the District's need efficiently and effectively, but with room for improvement. This RFP seeks to improve upon the original ITSA vehicle. This RFP reflects a redesign of the ITSA contract to meet the District's IT contract staff needs through a vehicle that is simpler, more transparent, and delivers greater value to the District than the original ITSA contract.

C.5 REQUIREMENTS

C.5.1 PRIME CONTRACTOR REQUIREMENTS

C.5.1.1 The Prime Contractor shall:

1. Provide IT Resources to the District on demand, either directly or through Subcontractor, subject to the terms outlined in this solicitation.
2. Supply a VMS to manage CSR's, Resources, Subcontractors reporting and accounts payable functionality that fully supports the facilitation of the terms and conditions as outlined in this solicitation.
3. Conduct the work using the Prime Contractor supplied VMS to seek, identify, evaluate, and procure Resources from registered Subcontractors on behalf of the District. Provide the District administrative and end-user access to the VMS.
4. Provide Key Personnel who will be primarily responsible for program operations in accordance with Section C.5.3: Personnel.

5. Provide Support Personnel responsible for fielding questions and requests for assistance from District Program Managers and any Subcontractors in accordance with Section C.5.3: Personnel.

C.5.1.2 The District reserves the right to hire any Resource, whether from the Prime Contractor or a Subcontractor, as a Full Time Equivalent (FTE) employee at any time without any additional charge to the District.

C.5.1.3 The District reserves the right to demand a change in or removal of any Key Personnel and Support Personnel based on unsatisfactory performance or for any other reason, at no additional cost to the District.

C.5.2 CANDIDATE STAFFING REQUEST (CSR) PROCEDURES

C.5.2.1 A District Program Manager with a need for an IT Resource will prepare and submit through the VMS a CSR that identifies the job title, level, and minimum objective qualifications required for each labor category; provide a statement of work to be performed and outline any selection and ranking requirements. The CSR will state the minimum objective qualification for each Resource.

C.5.2.2 The default deadline for Candidates to be submitted in response to a CSR shall be five (5) calendar days after being published from the VMS. The District Program Manager may specify a shorter or longer period of time.

C.5.2.3 The Prime Contractor shall review the CSR and work with the District Program Manager to clarify any ambiguities or to resolve any issues prior to releasing a CSR.

C.5.2.4 The Prime Contractor shall ensure that submissions of Candidates (from Subcontractors or Prime Contractor) are entered into the VMS by the specified or default deadline.

C.5.2.5 Immediately following the response deadline, the Prime Contractor shall screen all Candidate resumes submitted to determine whether they meet the minimum objective qualifications in the CSR. The Prime Contractor shall exclude from further consideration those resumes that do not meet the minimum objective qualifications in the CSR.

C.5.2.6 For each Candidate resume identified by screening to meet the minimum requirements and skills set forth in section C.5.4: Labor Category in the CSR, the Prime Contractor shall verify each requirement and skill using appropriate and reliable tools and methods, including but not limited to, inquiries with educational and certifying institutions, requests for validating documents such as diplomas, reference and interviews with Candidates. The Prime Contractor shall exclude from further consideration those Candidates whose minimum requirements and skills cannot be verified.

C.5.2.7 Unless otherwise specified by the District Program Manager via the VMS, the Prime Contractor shall ensure that a minimum of three (3) Candidate resumes per job category are submitted per CSR. If after the Candidate screening and verification the Prime Contractor cannot identify a minimum of three (3) qualified Candidates, then the Prime Contractor shall review the CSR and provide recommendations to increase the Candidate pool.

C.5.2.8 Unless otherwise specified by the District Program Manager via the VMS, the Prime Contractor shall ensure that a maximum of ten (10) Candidate resumes are submitted per CSR. The Prime Contractor shall be required to rank Candidates by high to low based on screening and verification results.

- C.5.2.9** Following the screening and verification procedures described above, the Prime Contractor shall provide to the District's Program Manager through the VMS qualified Candidates for each CSR. For each Candidate, the Prime Contractor shall submit the Candidate's name, resume, and Fully Burdened Hourly Rate set forth in Section B.3: Price Schedule for the job category, level, and technology requested. The Prime Contractor shall ensure that the Candidate names and resumes released to the District Program Manager do not identify any Subcontractor.
- C.5.2.10** It is preferable that the Prime Contractor can ensure that each qualified Candidate submitted in response to a CSR is available to start working, if offered the position, within three (3) weeks of official job offer.
- C.5.2.11** If the resumes received are inadequate for the District Program Manager to select a suitable Resource, the Prime Contractor may extend the response deadline. The standard extension shall be two (2) days, but the Prime Contractor shall consult with the District Program Manager to determine the appropriate extension period.
- C.5.2.12** The District Program Manager will select and identify via the VMS those Candidates he/she wishes to interview. The Prime Contractor shall use the VMS to schedule interviews with selected Candidates.
- C.5.2.13** The District Program Manager may: 1) select a submitted Candidate for engagement to become a Resource; 2) reject all Candidates; 3) request that the Prime Contractor reissue the CSR; or 4) request that the Prime Contractor cancel the CSR.
- C.5.2.14** The Prime Contractor shall ensure that the VMS is capable of capturing data concerning the District Program Manager's reason for rejection of each rejected Candidate.
- C.5.2.15** If the District Program Manager determines that multiple Candidates are equally qualified and suitable for the position, and at least one of such qualified and suitable Candidates is a District resident, the District Program Manager will select for award a Candidate who is a District resident.
- C.5.2.16** If the District Program Manager selects a Candidate the Prime Contractor shall notify the District Program Manager and OCP and shall record the District Procurement Automated Support System (PASS) purchase order information in the VMS. The Prime Contractor shall not permit the Resource to begin work without a valid purchase order number issued to the Prime Contractor by the District. The District may create multiple purchase orders using different funding sources for a single CSR.
- C.5.2.17** Once selected by the District Program Manager, the Prime Contractor shall perform a background check on each Candidate and ensure that the Candidate has successfully passed the background check before that Candidate becomes a Resource and begins work with the District. Background check procedures shall be governed by section C.5.7: Background Check Requirements.
- C.5.2.18** The Prime Contractor shall ensure that each Resource executes a NDA (Attachment J.10) with the District before that Resource begins work with the District. The Prime Contractor shall deliver the NDA to the District and shall retain the NDA in its records.
- C.5.2.19** Any concept, document, idea, system, solution or any other process developed as part of the deliverables assigned under the engagement shall be the IP of the District. The Resource may not access or use District IP beyond the scope of their engagement. Neither the Prime

Contractor nor any Subcontractor may access or use District IP except upon the specific written request of the District.

C.5.2.20 The Prime Contractor shall provide to the District personal information for each engaged Resource including address, phone number, personal email, emergency contacts and social security number.

C.5.2.21 Unless otherwise specified by the District Program Manager, Resources shall work at locations within the District city limits.

C.5.2.22 The Prime Contractor shall ensure that each Resource submits a timesheet into the DTS weekly for approval by their District Program Manager. Timesheets shall be submitted by each Resource no later than 6:00 PM eastern standard time each Monday for the previous week's work.

C.5.2.23 Each billing period, the Prime Contractor shall submit invoices as defined in section G.2 The District will use PASS or another payment system and its automated three-way matching to generate payments to the Prime Contractor. The District may pay the Prime Contractor using electronic funds transfer.

C.5.2.24 If the District determines that a Resource lacks necessary qualifications or demonstrates an inability to perform the work requested, the Prime Contractor shall disengage the Resource at the direction of the District's Program Manager. The District Program Manager may direct the Prime Contractor to: 1) engage an alternative Candidate without re-competition from the pool of Candidates from the original requirement; 2) re-compete the position; or 3) discontinue the engagement, at no additional cost to the District.

C.5.2.25 The Prime Contractor shall track reasons for disengagement of all Resources supplied under this contract and shall provide such data to the Contract Administrator (CA) identified in section G.9 according to delivery schedule in Section C.5.5.5

C.5.3 PERSONNEL

C.5.3.1 Key Personnel

C.5.3.1.1 The District requires a qualified team of Key Personnel to manage the relationship between the District's Program Managers and finance staff, Candidates, Resources, and potential Subcontractors, in order to meet the requirements of Section C.5.3.1.5 These Key Personnel must be employees of the Prime Contractor and must have an extensive knowledge of IT industry trends and IT staffing best practices.

C.5.3.1.2 Before the start of performance and throughout the period of performance, the Prime Contractor shall ensure that all Key Personnel have current successful background checks that satisfy the criteria in Section C.5.7: Background Check Requirements.

C.5.3.1.3 The Prime Contractor shall notify the District of any changes to Key Personnel within 36 hours of the change. The District reserves the right to review the qualifications of such replacement Key Personnel and reject those whose qualifications, in the sole judgment of the District, are not equivalent to those of the Key Personnel replaced.

C.5.3.1.4 Key Personnel shall include the Account Manager, Technical Manager and Customer Support Manager as identified in Section C.5.3.1.5. Key Personnel primary work location shall be 200 I Street, S.E., Washington, DC 20003 Monday to Friday from 8:30 am to 5:00 pm. The District shall provide physical space to accommodate Prime Contractor's Key Personnel staff under the contract.

C.5.3.1.5 The Prime Contractor's Key Personnel requirements and duties shall be:

Requirements / Duties	Account Manager	Technical Manager	Customer Support Manager
Education	A bachelor's degree from an accredited educational institution authorized to grant baccalaureate degrees.	A bachelor's degree from an accredited educational institution authorized to grant baccalaureate degrees.	A bachelor's degree from an accredited educational institution authorized to grant baccalaureate degrees.
Experience	The Account Manager's resume must describe at least ten (10) years' experience in overall management of large government IT contracts. Large is defined as contracts with a total award value of at least fifty (50) million US dollars.	The Technical Manager's resume must describe at least eight (8) years of experience managing VMS, payroll and other complex IT tracking tools. Extensive experience with the Prime Contractor's VMS tool is preferred. Experience managing complex IT tracking systems for large IT contracts is preferred. Large is defined as contracts with a total award value of at least fifty (50) million US dollars.	The Customer Support Manager's resume must describe at least five (5) years of experience in managing customer support. Experience managing customer support for large IT contracts is preferred. Large is defined as contracts with a total award value of at least fifty (50) million US dollars.
Job Functions	Shall perform as the responsible person for all deliverables and Service Level Agreement's for this contract. Shall be a subject matter expert of all aspects of contracts to include customer relations and technical support. Shall meet with the District quarterly or as needed to review performance. Shall be reachable outside of normal business hours.	Shall oversee all VMS functions including but not limited to the reporting and data analysis that is available with the provided VMS. Shall be engaged in the program on a daily basis and will be the point of contact for any function(s) related to the VMS.	Shall be responsible for ensuring, reviewing and answering any questions that Subcontractor and/or Program Managers may have. Shall be responsible for establishing a positive customer relationship with the DC Program Managers and the Subcontracting Vendors. Shall be able to identify issues before the client (District) with appropriate corrective action process already in place. Shall be responsible for the customer responsiveness to the contract SLAs.

C.5.3.2 Support Personnel

- C.5.3.2.1** Before the start of performance and throughout the period of performance, the Prime Contractor shall ensure that all Support Personnel have current successful background checks that satisfy the criteria in Section C.5.7: Background Check Requirements.
- C.5.3.2.2** Support Personnel shall be available to report to 200 I Street, S.E., Washington, DC 20003 Monday to Friday from 8:30 am to 5:00 pm. The District shall provide physical space to accommodate Prime Contractor's Support Personnel under the contract.
- C.5.3.2.3** The Prime Contractor's Support Personnel requirements and duties shall be:

Requirements / Duties	Support Personnel
Education	A minimum high school diploma or general equivalency diploma from an accredited educational institution.
Experience	The customer support staff resumes must describe at least five (5) years' experience in customer service with government IT contracts preferred.
Job Functions	Shall answer questions regarding program operations and CSR management, review CSR responses and assist in qualifying

C.5.4 LABOR CATEGORIES

- C.5.4.1** The following table defines the labor categories and levels to be used by District Program Managers, the Prime Contractor, and Subcontractors to request and provide Resources. The District may add, change, or delete any Labor Category or other information in the below table at any time. The Prime Contractor shall be required to submit one price proposal according to the requested change to the labor categories.
- C.5.4.2** The CSR will be used to define the job summary and essential job functions for the position. The Level represent the specified years of experience and knowledge required for each job category.

Level	Knowledge/Skill Description
Entry Level (1 – 5 years)	Applies fundamental concepts, processes, practices, and procedures on technical assignments. Performs work that requires practical experience and training. Work is performed under supervision.
Journeyman (Mid Level) (6 – 10 years)	Possesses and applies expertise on multiple complex work assignments. Assignments may be broad in nature, requiring originality and innovation in determining how to accomplish tasks. Operates with appreciable latitude in developing methodology and presenting solutions to problems. Contributes to deliverables and performance metrics where applicable.
Senior Level (11 – 15 years)	Possesses and applies a comprehensive knowledge across key tasks and high impact assignments. Plans and leads major technology assignments. Evaluates performance results and recommends major changes affecting short-term project growth and success. Functions as a technical expert across multiple project assignments. May supervise others.

Master Level (16 + years)	Provides technical/management leadership on major tasks or technology assignments. Establishes goals and plans that meet project objectives. Has domain and expert technical knowledge. Directs and controls activities for a client, having overall responsibility for financial management, methods, and staffing to ensure that technical requirements are met. Interactions involve client negotiations and interfacing with senior management. Decision making and domain knowledge may have a critical impact on overall project implementation. May supervise others.
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C.5.4.3 Responsibilities and minimum requirement by Labor Category

C.5.4.3.1 Administrative Support

Responsibilities	<ol style="list-style-type: none"> 1. Responsible for developing, drafting, writing and editing reports, briefs, proposals, and other documents in support of a client's requirements. 2. Interfaces with personnel to coordinate meetings, maintain logs, records and files, provides end-user support, and performs general administrative duties. 3. Assists in budgetary, billing, and financial management. 4. Responsible for preparing and/or maintaining systems, programming and operations documentation, procedures and methods, including user reference manuals.
Minimum Education/ Certification Requirements	High School Diploma or GED

C.5.4.3.2 Applications Developer

Responsibilities	<ol style="list-style-type: none"> 1. Designs, develops, enhances, debugs, and implements software. Troubleshoots production problems related to software applications. 2. Researches, tests, build, and coordinate the conversion and/or integration of new products based on client requirements. Designs and develops new software products or major enhancements to existing software. 3. Addresses problems of systems integration, compatibility, and multiple platforms. 4. Consults with project teams and end users to identify application requirements. 5. Performs feasibility analysis on potential future projects to management. 6. Assists in the evaluation and recommendation of application software packages, application integration and testing tools. 7. Resolves problems with software and responds to suggestions for improvements and enhancements. 8. Acts as team leader on projects. 9. Instructs, assigns, directs, and checks the work of other
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	software developers on development team. 10. Participates in development of software user manuals.
Minimum Education/ Certification Requirements	Bachelor's degree in Information Technology or related field or equivalent experience

C.5.4.3.3 Applications Systems Analyst

Responsibilities	<ol style="list-style-type: none"> 1. Formulates/defines system scope and objectives. 2. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operating time, and form of desired results. 3. Prepares detailed specifications for programs. Assists in the design, development, testing, implementation, and documentation of new software and enhancements of existing applications. 4. Works with project managers, developers, and end users to ensure application designs meet business requirements. 5. Formulates/defines specifications for complex operating software programming applications or modifies/maintains complex existing applications using engineering releases and utilities from the manufacturer. 6. Designs, codes, tests, debugs, and documents those programs. 7. Provides overall operating system, such as sophisticated file maintenance routines, large telecommunications networks, computer accounting, and advanced mathematical/scientific software packages. 8. Assists all phases of software systems programming applications. 9. Evaluates new and existing software products.
Minimum Education/ Certification Requirements	Bachelor's degree in Information Technology or related field or equivalent experience

C.5.4.3.4 Business Process Consultant

Responsibilities	<ol style="list-style-type: none"> 1. Analyzes process and re-engineering, with an understanding of technical problems and solutions as they relate to the current and future business environment. 2. Creates process change by integrating new processes with existing ones and communicating these changes to impacted Business Systems teams. 3. Recommends and facilitates quality improvement efforts.
Minimum Education/ Certification Requirements	Bachelor's degree in Information Technology or related field or equivalent experience

C.5.4.3.5 Business Systems Analyst

Responsibilities	<ol style="list-style-type: none"> 1. Formulates and defines systems scope and objectives based on both user needs and a thorough understanding of
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	<p>business systems and industry requirements.</p> <ol style="list-style-type: none"> 2. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operation time, and form of desired results. Includes analysis of business and user needs, documentation of requirements, and translation into proper system requirements specifications. 3. Provides consultation on complex projects and is considered to be the top level contributor/specialist of most phases of systems analysis, while considering the business implications of the application of technology to the current and future business environment.
Minimum Education/ Certification Requirements	Bachelor's degree in Information Technology or related field or equivalent experience; or a current Project Management Professional (PMP) Certification

C.5.4.3.6 Computer Scientist

Responsibilities	<ol style="list-style-type: none"> 1. Acts as a senior consultant in complex or mission critical client requirements. 2. Develops, modifies, and applies computer modeling and programming applications to analyze and solve mathematical and scientific problems affecting system and program performance. 3. Participates in all phases of scientific and engineering projects such as research, design, development, testing, modeling, simulating, training, and documentation.
Minimum Education/ Certification Requirements	Bachelor's degree in Computer Science, Information Technology or related field or equivalent experience

C.5.4.3.7 Computer Forensic & Intrusion Analyst

Responsibilities	<ol style="list-style-type: none"> 1. Provides knowledge in computer and network forensics. 2. Conducts vulnerability assessments/penetration tests of information systems. 3. Develops, researches and maintains proficiency in tools, techniques, countermeasures, and trend in computer and network vulnerabilities, data hiding, and encryption. 4. Identifies, deters, monitors, and investigates computer and network intrusions. 5. Provides computer forensic support to high technology investigations in the form of evidence seizure, computer forensic analysis, and data recovery.
Minimum Education/ Certification Requirements	Bachelor's degree in Information Technology or related field or equivalent experience

C.5.4.3.8 Configuration Management Specialist

Responsibilities	<ol style="list-style-type: none"> 1. Provides configuration management planning.
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	<ol style="list-style-type: none"> 2. Describes provisions for configuration identification, change control, configuration status accounting, and configuration audits. 3. Regulates the change process so that only approved and validated changes are incorporated into product documents and related software.
Minimum Education/ Certification Requirements	Bachelor's degree in Information Technology or related field or equivalent experience

C.5.4.3.9 Customer Support

Responsibilities	<ol style="list-style-type: none"> 1. Provide technical assistance to computer system users on a variety of issues. 2. Identifies, researches, and resolves technical problems. 3. Responds to telephone calls, email and personnel requests for technical support. 4. Documents, tracks, and monitors the problem to ensure a timely resolution. 5. Has knowledge of commonly used concepts, practices, and procedures within a particular field. 6. Answer questions or resolve computer problems for clients in person, via telephone or from remote location. 7. May provide assistance concerning the use of computer hardware and software, including printing, installation, word processing, electronic mail, and operating systems. 8. Provide service and preventive maintenance activities on terminals, printers, personal computers basic knowledge of electrical/mechanical principles and basic electronics. 9. Reads and comprehends technical service manuals and publications. 10. Knowledge of basic mathematics to read and understand various gauges, meters, and measurement devices. 11. Able to diagnose and repair products by replacing worn or broken parts, and making technical adjustments. 12. Makes appropriate use of reference publications and diagnostic aids in resolving technical problems. 13. Strong communication skills. 14. Assists in coordination of changes, upgrades and new products, ensuring systems shall operate correctly in current and future environment. 15. Provides accurate and complete answers to general use and 35 administrative environment questions in a timely manner. 16. Implements shared software, such as operating systems, configuration management tools, application and development tools, testing tools, compilers, and code editors.
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	17. Communicates accurate and useful status updates. 18. Manages and reports time spent on all work activities. 19. Ability to work in a team environment
Minimum Education/ Certification Requirements	Bachelor's degree in Information Technology or related field or equivalent experience

C.5.4.3.10 Database Administrator

Responsibilities	1. Plans, organizes and implements projects in support of District's growing information demands 2. Ensures the effective use of District resources 3. Contributes to policies for effective process planning as it relates to new requirements 4. Expert knowledge of the Structured Query Language (SQL) environment with particular emphasis on planning, analysis, design and implementation of reports and report interfaces intended for the end user 5. Participates in short-term tactical planning implementation 6. Contributes to long-term strategic planning
Minimum Education/ Certification Requirements	Bachelor's degree in Information Technology or related field or equivalent experience

C.5.4.3.11 Data Architect

Responsibilities	1. Designs and builds relational databases. Performs data access analysis design, and archive/recovery design and implementation. 2. Develops strategies for data acquisitions, archive recovery, and implementation of a database. 3. Works in a data warehouse environment, which includes data design, database architecture, and metadata repository creation. 4. Translates business needs into long-term architecture solutions. 5. Defines, designs, and builds dimensional databases. 6. Develops data warehousing blueprints, evaluating hardware and software platforms, and integrating systems. 7. Reviews and develops object and data models and the metadata repository to structure the data for better management and quicker access.
Minimum Education/ Certification Requirements	Bachelor's degree in Information Technology or related field or equivalent experience

C.5.4.3.12 Data Warehousing Specialist

Responsibilities	1. Coordinates the data administration technical function for both data warehouse development and maintenance. 2. Facilitates change control, problem management, and
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	<p>communication among data architects, programmers, analysts, and engineers.</p> <ol style="list-style-type: none"> Establishes and enforces processes to ensure a consistent, well managed, and well-integrated data warehouse infrastructure. Analyzes and identifies data and metadata requirements. Defines user requirements and database design specifications. Designs, implements, and supports data warehousing requirements. Implements business rules via stored procedures, middleware, or other technologies. Provides product support and maintenance of the data warehouse. Performs data warehouse design and construction. Prepares/implements data verification and testing methods for the data warehouse.
Minimum Education/ Certification Requirements	Bachelor's degree in Information Technology or related field or equivalent experience

C.5.4.3.13 Database Specialist

Responsibilities	<ol style="list-style-type: none"> Provides all activities related to the administration of computerized databases. Projects long-range requirements for database administration and design in conjunction with other managers in the information systems function. Designs, creates, and maintains databases in a client/server environment. Conducts quality control and auditing of databases in a client/server environment to ensure accurate and appropriate use of data. Advises users on access to various client/server databases. Designs, implements, and maintains complex databases with respect to Job Control Language (JCL), access methods, access time, device allocation, validation checks, organization, protection and security, documentation, and statistical methods. Applies knowledge and experience with database technologies, development methodologies, and front-end (e.g., Cognos)/back-end programming languages (e.g., Structured Query Language (SQL)). Performs database programming and supports systems design. Includes maintenance of database dictionaries, overall monitoring of standards and procedures, file design and storage, and integration of systems through database design.
Minimum Education/ Certification Requirements	Bachelor's degree in Information Technology or related field or equivalent experience

C.5.4.3.15 Disaster Recovery Specialist

Responsibilities	<ol style="list-style-type: none"> 1. Designs and administers programs to include policies, standards, guidelines, training programs, and a viable quality assurance process for disaster recovery. 2. Oversees and reviews the testing and implementation of software, data systems, and data networks to ensure that the integrity and security of all electronic data and data systems are adequately protected. 3. Facilitates the preparation of an organization-wide business resumption plan. 4. Assists in the coordination and establishment of disaster recovery programs and business resumption planning across mainframe and client server platforms. 5. Coordinates and monitors simulation testing across all platforms. 6. Designs and administers programs to include policies, standards, guidelines, training programs, and a viable quality assurance process for disaster recovery.
Minimum Education/ Certification Requirements	Bachelor's degree in Information Technology or related field or equivalent experience

C.5.4.3.16 Enterprise Architect

Responsibilities	<ol style="list-style-type: none"> 1. Provides high-level architectural expertise to managers and technical staff. 2. Develops architectural products and deliverables for the enterprise and operational business lines. 3. Develops strategy of system and the design infrastructure necessary to support that strategy. 4. Advises on selection of technological purchases with regards to processing, data storage, data access, and applications development. Sets standards for the client/server relational database structure for the organization (Structured Query Language (SQL), Oracle, Sybase). 5. Advises of feasibility of potential future projects to management.
Minimum Education/ Certification Requirements	Bachelor's degree in Information Technology or related field or equivalent experience

C.5.4.3.17 Enterprise Resource Planning (ERP) Analyst

Responsibilities	<ol style="list-style-type: none"> 1. Assists with the development and maintenance of an Enterprise Resource Planning (ERP) program. 2. Analyzes and evaluates ERP application systems. Assists
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	<p>in software upgrades, documentation, and implementation.</p> <p>3. Customizes and configures workflow to allow the integration of client/server applications.</p> <p>4. Tests ERP layout to ensure the system is meeting corporate needs.</p>
Minimum Education/ Certification Requirements	Bachelor's degree in Information Technology or related field or equivalent experience

C.5.4.3.18 ERP Business/Architectural Specialist

Responsibilities	<p>1. Adapts functional business requirements and processes to technical solutions based upon comprehensive enterprise application solution sets.</p> <p>2. Enterprise resource planning and management processes, including but not limited to: knowledge management, investment analysis, data warehousing, e-commerce, return on investment analysis, human resource analysis, material management and logistics, supply chain management, procurement, ordering, manufacturing, decision support, and information dissemination.</p>
Minimum Education/ Certification Requirements	Bachelor's degree in Information Technology or related field or equivalent experience

C.5.4.3.19 Financial Analyst

Responsibilities	1. Provides support in the areas of budget, billing, reporting, and financial management for IT initiatives.
Minimum Education/ Certification Requirements	Bachelor's degree in Finance, Business or related field or equivalent experience

C.5.4.3.20 Geographic Information System (GIS) Analyst/Programmer

Responsibilities	<p>1. Analyzes, designs, develops, implements and supports enterprise complex projects</p> <p>2. Interfaces with other offices, consult with and inform user departments on system requirements, resolve problems and operating difficulties for the current and future enhancements to District's system</p> <p>3. Participates in problem resolution related to system design and implementation review</p> <p>4. Recommends approval of functional and technical design documents and implementation of systems, program enhancements and updates of applications</p> <p>5. Analyzes and evaluates system changes to determine feasibility, alternative solutions and back-up procedures</p> <p>6. Works on the development of new systems, upgrades and enhancements to existing systems and ensure systems are in compliance with approved standards</p>
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	7. Develops complex programs and reports in database query language
Minimum Education/ Certification Requirements	Bachelor's degree in Information Technology or related field or equivalent experience

C.5.4.3.21 Reserved**C.5.4.3.22** Groupware Specialist

Responsibilities	<ol style="list-style-type: none"> 1. Analyzes, designs, develops, implements and supports enterprise complex projects 2. Interfaces with other offices, consult with and inform user departments on system requirements, resolve problems and operating difficulties for the current and future enhancements to District's system 3. Participates in problem resolution related to system design and implementation review 4. Recommends approval of functional and technical design documents and implementation of systems, program enhancements and updates of applications 5. Analyzes and evaluates system changes to determine feasibility, alternative solutions and back-up procedures 6. Works on the development of new systems, upgrades and enhancements to existing systems and ensure systems are in compliance with approved standards 7. Develops complex programs and reports in database query language
Minimum Education/ Certification Requirements	Bachelor's degree in Information Technology or related field or equivalent experience

C.5.4.3.23 Hardware Engineer

Responsibilities	<ol style="list-style-type: none"> 1. Provides analysis related to the design, development, and implementation of hardware for products. 2. Develops test strategies, devices, and systems. 3. Performs stress and performance tests on a variety of computer hardware including circuit boards, processors and wiring.
Minimum Education/ Certification Requirements	Bachelor's degree in Information Technology or related field or equivalent experience

C.5.4.3.24 Helpdesk Specialist

Responsibilities	<ol style="list-style-type: none"> 1. Responds to and diagnoses problems through discussion with users. 2. Ensures a timely process through which problems are controlled. Includes problem recognition, research, isolation, resolution, and follow-up steps. 3. Supervises operation of help desk and serves as focal point for customer concerns.
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	<ol style="list-style-type: none"> 4. Provides support to end users on a variety of issues. 5. Identifies, researches, and resolves technical problems. 6. Responds to telephone calls, email and personnel requests for technical support. 7. Documents, tracks, and monitors the problem to ensure a timely resolution. 8. Provides second-tier support to end users for either PC, server, or mainframe applications or hardware. 9. Interact with network services, software systems engineering, and/or applications development to restore service and/or identify and correct core problem. 10. Simulates or recreates user problems to resolve operating difficulties. 11. Recommends systems modifications to reduce user problems.
Minimum Education/ Certification Requirements	Bachelor's degree in Information Technology or related field or equivalent experience

C.5.4.3.25 Information Assurance/Security Specialist

Responsibilities	<ol style="list-style-type: none"> 1. Determines enterprise information assurance and security standards. 2. Develops and implements information assurance/security standards and procedures. 3. Coordinates, develops, and evaluates security programs for an organization. Recommends information assurance/security solutions to support customers' requirements. 4. Identifies, reports, and resolves security violations. 5. Establishes and satisfies information assurance and security requirements based upon the analysis of user, policy, regulatory, and resource demands. 6. Supports customers at the highest levels in the development and implementation of doctrine and policies. 7. Applies know-how to government and commercial common user systems, as well as to dedicated special purpose systems requiring specialized security features and procedures. 8. Performs analysis, design, and development of security features for system architectures. 9. Analyzes and defines security requirements for computer systems which may include mainframes, workstations, and personal computers. 10. Designs, develops, engineers, and implements solutions that meet security requirements. 11. Provides integration and implementation of the computer system security solution.
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	<ol style="list-style-type: none"> 12. Analyzes general information assurance-related technical problems and provides basic engineering and technical support in solving these problems. 13. Performs vulnerability/risk analyses of computer systems and applications during all phases of the system development life cycle. 14. Ensures that all information systems are functional and secure.
Minimum Education/ Certification Requirements	Bachelor's degree in Information Technology or related field or equivalent experience

C.5.4.3.26 Information Specialist/Knowledge Engineer

Responsibilities	<ol style="list-style-type: none"> 1. Develops information retrieval solutions to support client requirements for specified domain subjects, using information retrieval software languages and automated text analysis and extraction techniques
Minimum Education/ Certification Requirements	Bachelor's degree in Information Technology or related field or equivalent experience

C.5.4.3.27 IT Consultant

Responsibilities	<ol style="list-style-type: none"> 1. Coordinates IT project management, engineering, maintenance, QA, and risk management 2. Plans, coordinates, and monitors project activities 3. Develops technical applications to support users 4. Develops, implements, maintains and enforces documented standards and procedures for the design, development, installation, modification, and documentation of assigned systems 5. Provides training for system products and procedures 6. Performs application upgrades 7. Performs, monitoring, maintenance, or reporting on real-time databases, real-time network and serial data communications, and real-time graphics and logic applications 8. Troubleshoots problems 9. Ensures project life-cycle is in compliance with District standards and procedures
Minimum Education/ Certification Requirements	Bachelor's degree in Information Technology or related field or equivalent experience

C.5.4.3.28 Modeling and Simulation Specialist

Responsibilities	<ol style="list-style-type: none"> 1. Specialist in modeling and simulation functions or operations such as, but not limited to exercises, plans, coordination, demonstrations, and instruction in the fields such as, but not limited to health, environmental,
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	transportation, law enforcement, and security for military, and civil agencies.
	2. Supports live, constructive, or virtual training.
Minimum Education/ Certification Requirements	Bachelor's degree in Information Technology or related field or equivalent experience

C.5.4.3.29 Network Engineer/Specialist

Responsibilities	<ol style="list-style-type: none"> 1. Provides technical guidance for directing and monitoring information systems operations. Designs, builds, and implements network systems. 2. Directs compilation of records and reports concerning network operations and maintenance. Troubleshoots network performance issues. Analyzes network traffic and provides capacity planning solutions. 3. Monitors and responds to complex technical control facility hardware and software problems. Interfaces with vendor support service groups to ensure proper escalation during outages or periods of degraded system performance. 4. Manages the purchase, testing, installation, and support of network communications, including Local Area Network (LAN)/Metropolitan Area Network (MAN)/ Wide Area Network (WAN) systems. 5. Performs system-level design and configuration of products including determination of hardware, OS, and other platform specifications. 6. Plans large-scale systems projects through vendor comparison and cost studies. 7. Performs a variety of systems engineering tasks and activities that are broad in nature and are concerned with major systems design, integration, and implementation, including personnel, hardware, software, budgetary, and support facilities and/or equipment. 8. Provides quality assurance review and the evaluation of new and existing software products. 9. Provides assistance and oversight for all information systems operations activities, including computer and telecommunications/communications operations, data entry, data control, LAN/MAN/WAN administration and operations support, operating systems programming, system security policy procedures, and/or web strategy and operations. 10. Provides input to policy level discussions regarding standards and budget constraints. 11. Supervises all personnel engaged in the operation and support of network facilities, including all
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	<p>communications equipment on various platforms in large scale or multi-shift operations.</p> <p>12. Supervises complex operations that involve two or more additional functions such as, but not limited to, network operations, systems security, systems software support, and production support activities.</p> <p>13. Monitors and responds to hardware, software, and network problems.</p> <p>14. Provides the routine testing and analysis of all elements of the network facilities (including power, software, communications machinery, lines, modems, and terminals).</p> <p>15. Utilizes software and hardware tools and identifies and diagnoses complex problems and factors affecting network performance.</p> <p>16. Troubleshoots network systems when necessary and makes improvements to the network</p>
Minimum Education / Certification Requirements	Bachelor's degree in Information Technology or related field or equivalent experience

C.5.4.3.30 Program Manager

Responsibilities	<ol style="list-style-type: none"> 1. Organizes, directs, and manages contract operation support functions, involving multiple, complex and inter-related project tasks. 2. Manages teams of contract Support Personnel at multiple locations. 3. Maintains and manages the client interface at the senior levels of the client organization. 4. Meets with customer and contractor personnel to formulate and review task plans and deliverable items. Ensures conformance with program task schedules and costs.
Minimum Education/ Certification Requirements	Bachelor's degree in Information Technology or related field or equivalent experience

C.5.4.3.31 Project Manager

Responsibilities	<ol style="list-style-type: none"> 1. Leads team on large projects or significant segment of large complex projects. 2. Analyzes new and complex project related problems and creates innovative solutions involving finance, scheduling, technology, methodology, tools, and solution components. 3. Provides applications systems analysis and programming activities for a Government site, facility or multiple locations. 4. Prepares long and short-range plans for application selection, systems development, systems maintenance,
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	and production activities and for necessary support resources. 5. Oversees all aspects of projects.
Minimum Education/ Certification Requirements	Bachelor's degree in Information Technology or related field or equivalent experience; or a current PMP Certification

C.5.4.3.32 Quality Assurance

Responsibilities	<ol style="list-style-type: none"> 1. Provides development of project software quality assurance plan and the implementation of procedures that conforms to the requirements of the contract. 2. Provides an independent assessment of how the project's software development process is being implemented relative to the defined process and recommends methods to optimize the organization's process. 3. May be responsible for all activities involving quality assurance and compliance with applicable regulatory requirements. 4. Conducts audits and reviews/analyzes data and documentation. 5. Develops and implements procedures and test plans for assuring quality in a system development environment which supports large databases and applications.
Minimum Education/ Certification Requirements	Bachelor's degree in Information Technology or related field or equivalent experience

C.5.4.3.33 Research Analyst

Responsibilities	<ol style="list-style-type: none"> 1. Plans, organizes, and conducts research in a variety of areas, such as new or existing products, science, social science, law or business in support of an IT initiative. 2. Searches sources such as reference works, literature, documents, newspapers, statistical records, and other sources of information. May use Internet, Intranet, magazines, periodicals, journals, and other media to perform research. 3. Analyzes information and statistical data to prepare reports and studies for use by professionals.
Minimum Education/ Certification Requirements	Bachelor's degree in Information Technology or related field or equivalent experience

C.5.4.3.34 Subject Matter Expert (SME) – Technology Specific

Responsibilities	<ol style="list-style-type: none"> 1. Provides assessments of technical and operational practices based on leading industry standards specific to the requested technology. 2. Plans, organizes, and conducts research in a variety of areas, such as new or existing products, science, social science, law or business in support of an IT initiative. 3. Searches sources such as reference works, literature, documents, newspapers, statistical records, and other sources of information. May use Internet, Intranet, magazines, periodicals, journals, and other media to perform research. 4. Analyzes information and statistical data to prepare reports and studies for use by professionals.
Minimum Education/ Certification Requirements	Master's degree in Information Technology or related field or equivalent experience

C.5.4.3.35 System Administrator

Responsibilities	<ol style="list-style-type: none"> 1. The System Administrator (SA) is responsible for effective provisioning, installation/configuration, operation, and maintenance of computer hardware and software and related infrastructure. 2. Participates in technical research and development to enable continuing innovation within the infrastructure. 3. Ensures that system hardware, operating systems, software systems, and related procedures adhere to District policies, standards, and guidelines. 4. Systems administration engineering and provisioning, operations and support, maintenance and research and development to ensure continual innovation. 5. Installs new / rebuild existing servers and configures hardware, peripherals, services, settings, directories, storage in accordance with standards and project/operational requirements. 6. Performs daily system monitoring, verifying the integrity and availability of all hardware, server resources, systems and key processes, reviewing system and application logs, and verifying completion of scheduled jobs such as backups. 7. Performs regular security monitoring to identify any possible intrusions. 8. Performs daily backup operations, ensuring all required file systems and system data are successfully backed up to the appropriate media, recovery tapes or disks are created, and media is recycled and sent off site as necessary.
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	<ol style="list-style-type: none"> 9. Perform regular file archival and purge as necessary. 10. Creates, changes, and deletes user accounts per request. 11. Provides Tier III/other support per request from various constituencies. 12. Investigates and troubleshoots issues. 13. Diagnoses and recovers from hardware or software failures. 14. Coordinates and communicates with impacted constituencies. 15. Applies operating system (OS) patches and upgrades on a regular basis, and upgrades administrative tools and utilities. 16. Configures / adds new services as necessary. 17. Upgrades and configures system software that supports infrastructure applications or Asset Management applications per project or operational needs. 18. Maintains operational, configuration, or other procedures. 19. Performs periodic performance reporting to support capacity planning. 20. Performs ongoing performance tuning, hardware upgrades, and resource optimization as required. 21. Configures central processing unit (CPU), memory, and disk partitions as required. 22. Maintains data center environmental and monitoring equipment.
Minimum Education/ Certification Requirements	Bachelor's degree in Information Technology or related field or equivalent experience

C.5.4.3.36 Systems Engineer

Responsibilities	<ol style="list-style-type: none"> 1. Provides analysis related to the design, development, and integration of hardware, software, man-machine interfaces and all system level requirements to provide an integrated IT solution. 2. Develops integrated system test requirement, strategies, devices and systems. 3. Directs overall system level testing.
Minimum Education/ Certification Requirements	Bachelor's degree in Information Technology or related field or equivalent experience

C.5.4.3.37 Technical Editor

Responsibilities	<ol style="list-style-type: none"> 1. Reviews content of technical documentation for quality. 2. Produces technical and scientific illustrations for presentations and/or publication, as appropriate to the
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	requirements. 3. Ensures that documents follow the style laid out in the company's style guide.
Minimum Education/ Certification Requirements	Bachelor's degree in Information Technology or related field or equivalent experience

C.5.4.3.38 Technical Writer

Responsibilities	<ol style="list-style-type: none"> 1. Writes a variety of technical articles, reports, brochures, and/or manuals for documentation for a wide range of uses. 2. Coordinates the display of graphics and the production of the document. 3. Ensures content is of high quality and conforms with standards.
Minimum Education / Certification Requirements	Bachelor's degree in Information Technology or related field or equivalent experience

C.5.4.3.39 Test Engineer

Responsibilities	<ol style="list-style-type: none"> 1. Evaluates, recommends, and implements automated test tools and strategies. 2. Designs, implements, and conducts test and evaluation procedures to ensure system requirements are met. 3. Develops, maintains, and upgrades automated test scripts and architectures for application products. Also writes, implements, and reports status for system test cases for testing. Analyzes test cases and provides regular progress reports. 4. Serves as subject matter specialist providing testing know-how for the support of user requirements of complex to highly complex software/hardware applications. 5. Directs and/or participates in all phases of risk management assessments and software/hardware development with emphasis on analysis of user requirements, test design and test tools selection.
Minimum Education/ Certification Requirements	Bachelor's degree in Information Technology or related field or equivalent experience

C.5.4.3.40 Training Specialist

Responsibilities	<ol style="list-style-type: none"> 1. Assesses, designs, and conceptualizes training scenarios, approaches, objectives, plans, tools, aids, curriculums, and other state of the art technologies related to training and behavioral studies. 2. Identifies the best approach training requirements to include, but not limited to, hardware, software,
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	<p>simulations, course assessment and refreshment, assessment centers, oral examinations, interviews, computer assisted and adaptive testing, behavior-based assessment and performance, and team and unit assessment and measurement.</p> <p>3. Develops and revises training courses. Prepares training catalogs and course materials.</p> <p>4. Trains personnel by conducting formal classroom courses, workshops, and seminars.</p>
Minimum Education/ Certification Requirements	Bachelor's degree in Information Technology or related field or equivalent experience

C.5.4.3.41 Voice/Data Communications Engineer

Responsibilities	<p>1. Provides technical direction and engineering knowledge for communications activities including planning, designing, developing, testing, installing and maintaining large communications networks.</p> <p>2. Ensures that adequate and appropriate planning is provided to direct building architects and planners in building communications spaces and media pathways meet industry standards.</p> <p>3. Develops, operates, and maintains voice, wireless, video, and data communications systems.</p> <p>4. Provides complex engineering or analytical tasks and activities associated with one or more technical areas within the communications function.</p>
Minimum Education/ Certification Requirements	Bachelor's degree in Information Technology or related field or equivalent experience

C.5.4.3.42 Web Content Analyst

Responsibilities	<p>1. Provides for development and content that will motivate and entertain users so that they regularly access the website and utilize it as a major source for information and decision-making.</p> <p>2. Provides managing/performing website editorial activities including gathering and researching information that enhances the value of the site.</p>
Minimum Education/ Certification Requirements	Bachelor's degree in Information Technology or related field or equivalent experience

C.5.4.3.43 Web Designer

Responsibilities	<p>1. Designs and builds web pages using a variety of graphics software applications, techniques, and tools.</p>
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	2. Designs and develops user interface features, site animation, and special-effects elements. Contributes to the design group's efforts to enhance the look and feel of the organization's online offerings. 3. Designs the website to support the organization's strategies and goals relative to external communications.
Minimum Education/ Certification Requirements	Bachelor's degree in Information Technology or related field or equivalent experience

C.5.5 SERVICE LEVEL AGREEMENT (SLA)

C.5.5.1 The Prime Contractor shall meet the required service levels as defined in the table below and submit a performance report as outlined in the table below.

All references to time refer to hours, days, or weeks that the District is open for business, from 8:00 am until 6:00 pm. Evenings, weekends, holidays, and any other official closures shall not be counted towards hours or days.

The Prime Contractor shall submit, or accept as submissions, for engagements under this contract only those resumes that demonstrate the ability to satisfy the responsibilities and minimum education/certification requirements as set forth in section C.5.4.

REQUIRED SERVICE LEVEL MEASURES					
Measures	Timeframe	Target	Description	Calculation	Review
1. Background Checks	Twenty-one (21) days from date of Candidate Selection	100%	Complete and return the successful background check to the District.	Number of Resource background checks completed and submitted within 21 days of engagement request divided by total number of Resource background checks completed and submitted	Monthly
2. On boarding Resources	Twenty-one (21) days from	95%	Resources report to the location and Program	Number of Resources on boarded within	Monthly

	Candidate Selection		Manager designated in the VMS.	21 days divided by total number of Resources on-boarded.	
3. CSR Submission Deadline	Default is five (5) business days from closed submission deadline.	95%	Measures accuracy of the closing date for resume submissions for a requirement based on the CSR.	Number of CSRs closed to submissions by the submission deadline divided by total number of CSRs closed to submissions	Monthly
4. Resume Pre-Screening	Three (3) business days from the submission deadline	95%	Measures turnaround time for screening resumes against minimum objective requirements provided by the CSR.	Number of resumes screened within 3 days for a specific position divided by Number of resumes received by the Prime Contractor for a specific position	Monthly
5. Candidate Submission Customer Satisfaction	N/A	95%	Measures the District's validation of skills as defined in the CSR.	Number of resumes submitted where the Program Manager has validated the Candidate meets the CSR requirements divided by total resumes submitted by the Prime Contractor to the Program Manager	Monthly
6. Disengagement	One day	95%	Measures	Disengagements	Monthly

Tracking for Resource Removal and Attrition			turnaround time for accepting disengagement request from a District Program Manager in the VMS and ensuring the return of all District furnished equipment and badges.	completed within one day divided by Total disengagement requests received	
7. Reporting	N/A	100%	Measures Prime Contractor's ability to deliver program metrics to CA according to delivery schedule in Section C.5.5.5	Number of reports received on time based on the delivery schedule divided by the total number of reports	Monthly
8. Timesheet Entry	Every week	100%	Measures the number of weekly timesheets submitted on time by Resources.	Number of Resources entering weekly timesheets on time divided by Number of Resources	Monthly
9. Invoice submission	Every four (4) weeks	100%	Measures submission of invoices per the schedule approved each fiscal year by the District.	Invoices are received by deadline as defined in Section C.3.12	Monthly
10. Invoice accuracy	Every four (4) weeks	95%	Measures accuracy of monthly invoices submitted by Prime Contractor.	Number of invoice lines approved without rejection divided by total number of invoice lines submitted for the month.	Monthly

11.CBE Vendor Participation Requirement	Every four (4) weeks	100%	Measures Prime Contractor's requirement to ensure 95% of the total awarded dollar value is awarded to CBEs on an annual basis pursuant to Section B.4.	Amount paid to each CBE divided by Total amount paid out to subcontractors.	Monthly
12.VMS training Requests	One day	95%	Measures Prime Contractor's ability to respond to VMS training requests sent to support email of the Prime Contractor.	Number of training requests responded to within one day divided by number of training requests received.	Monthly
13.Engaged Resource District Satisfaction	N/A	4.0 or higher	Measures District satisfaction of skill and work performed by Resources.	Average of District survey responses rated 0(unsatisfactory) to 5 (excellent).	Monthly
14. VMS Availability	N/A	99.9%	Measures the Web Application Availability needed	Uptime	Monthly

C.5.5.2 At the end of each quarter, the District shall measure the Prime Contractor against all of the 14 required service levels as identified in the table above. Together these 14 required service levels will produce 42 metrics (14 SLAs multiply by 3 months = 42 metrics) for the quarter. If the Prime Contractor fails to meet the 42 metrics, it shall reduce its invoice amount for the next quarter as follows:

Number of Metrics Met in Quarter	Reduction of Invoice Amounts for Next Quarter
Higher than 40	0%
37 – 40	5%
33 – 36	10%
29 – 32	15%
25 – 28	20%
Fewer than 25	25%

The Prime Contractor shall not pass any portion of the reduction in its invoice amount on to any Subcontractor. The Prime Contractor's invoice(s) reflecting any reductions pursuant to this paragraph shall include a certification that the Prime Contractor has not passed and will not pass any portion of such reductions on to any Subcontractor.

- C.5.5.3** If the Prime Contractor fails to meet the required service level for one or more of the service levels in section C.5.5.1 the District will allow the Prime Contractor to demonstrate, for the next quarter, the performance deficiencies which it has corrected. If after the quarter, the District has determined that the performance deficiencies have been corrected, the Prime Contractor may stop reducing its invoice amounts at the beginning of the next quarter.
- C.5.5.4** The Prime Contractor shall invoice the District only if Resources have provided services during the invoice period and the timesheets have been approved by the appropriate District Program Managers for the reporting period.
- C.5.5.5** The Prime Contractor shall perform the activities required to successfully complete the District's requirements and submit related reports electronically via email to the Contract Administrator (CA) identified in section G.9 in accordance with the Reporting Delivery Schedule below:

REPORTING DELIVERY SCHEDULE		
Report	Description	Delivery
1. Active CBE List	List of all active CBEs for publication on the District's public data website	Monthly
2. Active Engagements List	List of all engaged Resources with Prime Contractor or Subcontractor information, as applicable, for publication to the District's public data website. For each Resource, this report shall identify all contractors in the payment chain from the Prime Contractor to the Resource and the hourly rate being paid to the Resource.	Weekly
3. Executive Dashboard Report	High-level summary of program spend, projected spend, hours utilization, award data, and placement rates for first-tier Subcontractor and the Prime Contractor	Weekly
4. Approved Timesheet Report	Listing of all timesheets at a Resource level showing hours worked per day that have been approved by the appropriate Program Manager.	Weekly
5. Missing Timesheet Report	Listing of all missing timesheets at a Resource level – timesheet is considered missing if Prime	Weekly

	Contractor records indicate an active assignment for a Resource for a given week, but no timesheet was entered.	
6. Missing Timesheet Approval Report	Listing of all Resource timesheets that were entered but lack approval by the appropriate Program Manager.	Weekly
7. Disengagement Report	Listing of all Resources disengaged in the reporting month with reason for disengagement	Monthly
8. CBE Utilization Report	List of all expenditures disbursed to CBE contractors under the contract. Data must be pulled from the contractors billing or VMS system. Information must be listed by Resource name and purchase order.	Quarterly
9. Certified Payroll Reports	Verification of payment information to Subcontractor and Resources including certified checks.	Monthly
10. Resource Re-competition Report	List of all Resources engaged for 10 months or more.	Bi-weekly
11. Resource Extension Report	List of all Resources extended without re-competition.	Monthly
12. Custom Reports	Custom reports as specified by the District.	Ad-Hoc

C.5.6 RESOURCE EXTENSIONS

C.5.6.1 The Prime Contractor shall re-compete each Resource position every 12 months from the date of engagement unless authorization is provided in writing by the Contracting Officer. See Section C.5.7 for annual background checks requirements.

C.5.6.2 The District reserves the right to hire any Resource as a FTE at any time without any additional charge to the District.

C.5.7 BACKGROUND CHECK REQUIREMENTS

C.5.7.1 The Prime Contractor shall provide at time of proposal a current successful background check for each proposed Key Personnel and each proposed Support Personnel.

C.5.7.2 Once the District Program Manager has selected the Candidate the Prime Contractor shall provide for each Candidate a successfully completed background check according to the Fair Credit Reporting Act (FCRA), the Equal Employment Opportunity Act or any other applicable Act or Regulations. The successfully completed background check shall be a condition of that Candidate's working as a Resource under this Contract. The Prime Contractor shall provide annual updated background checks for each engaged Resource working under the contract.

C.5.7.3 The Background Check criteria shall include, at a minimum, the following:

- a. Criminal record at local, state, and federal levels
- b. Education record – degrees and certifications
- c. Professional credentials
- d. Personal references
- e. Military record

- f. Credit reports
- g. Social Security traces

C.5.7.4 Criteria for passing the background check may vary by CSR and will be specified in the CSR.

C.5.7.5 The Prime Contractor may perform a background check concurrently with the District issuing a purchase order to the Prime Contractor, provided that if the Candidate fails to pass the background check, the District will cancel the purchase order. No Candidate may start an assignment prior to the successful completion of a background check. The Prime Contractor shall provide a copy of the background check to the District via the VMS.

C.5.7.6 If, according to the background check success criteria, the Candidate is ineligible to provide services to the District, the Prime Contractor shall immediately inform the District of the Candidate's ineligibility through the VMS. The District Program Manager may then select another Candidate, reissue the CSR, or cancel the CSR.

C.5.7.7 If, at any time, the District or the Prime Contractor discovers that a Resource has a criminal record that includes a felony or misdemeanor involving terrorist behavior, violence, use of a lethal weapon, or breach of trust/fiduciary responsibility which raises concerns about building, system, or personal security or is otherwise job-related, the Prime Contractor shall immediately dismiss the Resource. The Prime Contractor shall immediately notify the District, and the District will then remove any access privileges already given to the Resource and will not permit that Resource remote access.

C.5.8 TRAINING

C.5.8.1 The Prime Contractor shall be responsible for ensuring that their staff and Subcontractor and District program staff within agencies with existing Resources have been trained on the VMS and have access to respond to the first CSR within 30 calendar days of the contract award.

C.5.8.2 The Prime Contractor shall be responsible for responding to and conducting VMS training as a result of any District training request.

C.5.8.3 The Prime Contractor shall assist the District in the development of a training curriculum and relevant materials based on established processes and procedures outlined in the Policies and Procedures Manual referenced in Section C.5.10.

C.5.8.4 The Prime Contractor shall be responsible for conducting program training for any District agency that is a new participant to the staff augmentation program. The Prime Contractor shall also conduct no less than two program training sessions each year that are to be made available to all participating agencies. Training shall take place at the location designated by the requesting agency.

C.5.9 IMPLEMENTATION

C.5.9.1 To maintain the continuity of District Government Operations; District agencies may identify critical incumbent resources. The Prime Contractor shall work with the District to ensure continuity of operations for District agencies with Resources that have been identified as critical for rebadging and ensure that the transition for the incumbent Resources is seamless. The Prime Contractor shall ensure that critical resources are priority recruitment efforts.

C.5.9.2 The Prime Contractor shall propose a preliminary implementation plan with its proposal and a final implementation plan within one (1) week of contract award. The implementation plan shall include the following;

- a. Process for transitioning select incumbent Resources to the new Prime Contractor.
- b. Other reports and records as outlined in Section F.3: Deliverables

C.5.9.3 The Prime Contractor shall manage and coordinate communications amongst the primary process partners (Prime Contractor staff, District Program Managers, Subcontractors, and CA) concerning the implementation plan and its execution. This communication requirement includes activities such as weekly status reports and meetings, and implementation plan updates.

C.5.10 POLICIES AND PROCEDURES MANUAL

The Prime Contractor shall assist the District in the development of a Policies and Procedures Manual to specify procedures and policies governing the conduct of the Prime Contractor, the interactions between process partners (Prime Contractor staff, District Program Managers, Subcontractors, CA.), and other matters necessary for the successful performance of the contract.

SECTION D: PACKAGING AND MARKING

The packaging and marking requirements for this contract shall be governed by clause number (2), Shipping Instructions-Consignment, of the Government of the District of Columbia's Standard Contract Provisions for use with Supplies and Services Contracts, dated July 2010. (Attachment J.1)

SECTION E: INSPECTION AND ACCEPTANCE

The inspection and acceptance requirements for this contract shall be governed by clause number five (5) Inspection of Supplies of the Government of the District of Columbia's Standard Contract Provisions for use with Supplies and Services Contracts, dated July 2010. (Attachment J.1)

SECTION F: PERIOD OF PERFORMANCE AND DELIVERABLES

F.1 TERM OF CONTRACT

The term of the contract shall be from date of award through September 30, 2017.

F.2 OPTION TO EXTEND THE TERM OF THE CONTRACT

F2.1 The District may extend the term of the contract for a period of two (2), one-year option periods, or successive fractions thereof, by written notice to the contractor before the expiration of the contract; provided that the District will give the contractor a preliminary written notice of its intent to extend at least thirty (30) days before the contract expires. The preliminary notice does not commit the District to an extension. The exercise of this option is subject to the availability of funds at the time of the exercise of this option. The contractor may waive the thirty (30) day preliminary notice requirement by providing a written waiver to the contracting officer prior to expiration of the contract.

F2.2 If the District exercises this option, the extended contract shall be considered to include this option provision.

F2.3 The estimated price for the option period shall be as specified in the contract extension.

F2.4 The total duration of the contract, including all options under this clause, shall not exceed three (3) years.

F.3 DELIVERABLES

The Contractor shall perform the activities required to successfully complete the District's requirements and submit each deliverable to the Contract Administrator (CA) identified in Section G.9 in accordance with the following:

Item Number	Solicitation Reference	Deliverable	Quantity	Format & Method of Delivery	Due Date
001	Section C.5.2.18	Non-Disclosure Agreement (NDA)	Per Resource	Electronic copy via email to CA	Three weeks from Resource selection date
002	Section C.5.5.5	Regular Prime Contractor Performance Reports	One	Electronic copy via email to CA	Based on Section C.5.5.5 Reporting Delivery Schedule
003	Section C.5.7	Background Check	Per Candidate	Electronic copy via email to CA and via VMS	Three weeks from date of Candidate selection
004	Section C.5.8	End-user training plan	One	Electronic copy via email to CA	Within four weeks of contract award
005	Section C.5.9	Final Implementation Plan	One	Electronic copy via email to CA	Within one week of contract award
006	Section C.5.10	Policies and Procedures Manual	One	Electronic copy via email to CA	Within six weeks of contract award

SECTION G: CONTRACT ADMINISTRATION

G.1 INVOICE PAYMENT

- G.1.1** The Prime Contractor shall be responsible for all timesheet and invoice submission for purchase orders issued under this contract, using the following procedures:
- Resources shall submit their own weekly timesheets electronically into PASS.
 - Timesheets shall be submitted by each Resource no later than Monday 6:00 PM eastern standard time for the previous week's work. No paper timesheets will be accepted for payment by the District.
 - A District Program Manager shall approve the submitted timesheets.
- G.1.2** The Prime Contractor shall invoice the District only if Resources have provided services during the invoice period and the timesheets have been approved by the appropriate District Program Managers for the reporting period.
- G.1.3** The District follows a specific policy for services related to software/hardware (SW/HW) maintenance/licenses and support services. These services must be provided and billed with in the District's fiscal year (October 1 to September 30). Invoices should only cover one fiscal year and the District cannot be held liable for any such services not billed and paid with in the same fiscal year (October 1 to September 30). The District issues separate payment for each fiscal year for accounting and budgetary reasons.
- G.1.4** By accepting this contract, for SW/HW maintenance/licenses and support services, you agree that a proper invoice constitutes a service period that covers ONLY October 1 through September 30

G.2 INVOICE SUBMITTAL

- G.2.1** The Contractor shall submit proper invoices as defined in Sections C.3.12: Invoice Deadline and C.3.13: Invoice Period.
- G.2.2** The Prime Contractor shall submit proper invoices on a monthly basis or as otherwise specified in Section G.3. Invoices shall be prepared in duplicate and submitted to the agency
Fiscal Officer with concurrent copies to the Contract Administrator (CA) identified in Section G.9. The address of the Fiscal Officer is:
Office of the Chief Technology Officer - Accounts Payable
200 I Street, S.E., Washington, DC 20003
Phone: 202-727-2277
- G.2.3** To constitute a proper invoice, the Prime Contractor shall submit the following information on the invoice:
- Prime Contractor's name, federal tax ID and invoice date (date invoices as of the date of mailing or transmittal);
 - Contract number, invoice number, and purchase order number;
 - Resource's name, title, hourly rate, and hours worked;
 - Description, price, quantity and the date(s) that the supplies or services were delivered or performed;
 - Other supporting documentation or information, as required by the Contracting Officer;
 - Name, title, telephone number and complete mailing address of the responsible official to whom payment is to be sent;
 - Name, title, phone number of person preparing the invoice;
 - Name, title, phone number and mailing address of person (if different from the

person identified in g above) to be notified in the event of a defective invoice; and

i) Authorized signature

G.3 PAYMENT

G.3.1 The District will make payments to the Contractor, upon the submission of proper invoices, at the prices stipulated in this contract, for supplies delivered and accepted or services performed and accepted, less any discounts, allowances or adjustments provided for in this contract.

G.3.2 The District will pay the Prime Contractor on or before the 30th day after receiving a proper invoice from the Prime Contractor.

G.3.3 The Prime Contractor shall make payments to the Subcontractors within seven (7) calendar days of receiving reconciled payments from the District.

G.4 HOURLY RATE CEILING

G.4.1 The ceilings for specified hourly rate items are set forth in Section B.3: Price Schedule

G.4.2 The not to exceed/ Fully Burdened Hourly Rate in this contract shall be fully burdened rate as defined in Section C.3 to include all direct and indirect cost associated with providing services in accordance with Section C: Work Statement. The total cost to the District shall not exceed the ceilings specified in Section B.3: Price Schedule

G.4.3 The Contractor agrees to use its best efforts to perform the work specified in this contract and to meet all obligations under this contract within the Fully Burdened Hourly Rate ceilings.

G.4.4 The Contractor must notify the CO, in writing, whenever it has reason to believe that the total cost for the Fully Burdened Hourly Rate of this contract will be either greater or substantially less than the Fully Burdened Hourly Rate ceilings.

G.4.5 As part of the notification, the Contractor must provide the CO a revised estimate of the total cost of the Fully Burdened Hourly Rate of this contract.

G.4.6 The District is not obligated to reimburse the Contractor for Fully Burdened Hourly Rate incurred in excess of the Fully Burdened Hourly Rate ceilings specified in Section B.3, and the Contractor is not obligated to continue providing Fully Burdened Hourly Rate under this contract (including actions under the Termination clauses of this contract), or otherwise incur costs in excess of the Fully Burdened Hourly Rate ceilings specified in Section B.3, until the CO notifies the Contractor, in writing, that the estimated cost has been increased and provides revised Fully Burdened Hourly Rate ceilings for the hourly rate items in this contract.

G.4.7 No notice, communication, or representation in any form from any person other than the CO shall change the Fully Burdened Hourly Rate ceilings. In the absence of the specified notice, the District is not obligated to reimburse the Contractor for any costs in excess of the Fully Burdened Hourly Rate ceilings, whether such costs were incurred during the course of contract performance or as a result of termination.

G.4.8 If any Fully Burdened Hourly Rate ceiling specified in Section B.3 is increased, any costs the Contractor incurs before the increase that are in excess of the previous Fully Burdened Hourly Rate ceilings shall be allowable to the same extent as if incurred afterward, unless the CO issues a termination or other notice directing that the increase is solely to cover termination or other specified expenses.

G.4.9 A change order shall not be considered an authorization to exceed the applicable Fully Burdened Hourly Rate ceilings specified in Sections B.3, unless the change order

specifically increases the Fully Burdened Hourly Rate ceilings.

G.5 ORDERING CLAUSE

G.5.1 Any supplies and services to be furnished under the contract must be ordered by issuance of delivery orders or task orders by the Contracting Officer. Such orders may be issued monthly, quarterly, or annually as services are required during the term of the contract.

G.5.2 All delivery orders are subject to the terms and conditions of this contract. In the event of a conflict between a delivery order and the contract, the contract shall control.

G.5.3 If mailed, a delivery order is considered "issued" when the District deposits the order in the mail. Orders may be issued by facsimile or by electronic commerce methods.

G.6 ASSIGNMENT OF CONTRACT PAYMENTS

G.6.1 In accordance with 27 DCMR 3250, the Prime Contractor may assign to a bank, trust company, or other financing institution funds due or to become due as a result of the performance of this contract.

G.6.2 Any assignment shall cover all unpaid amounts payable under this contract, and shall not be made to more than one party.

G.6.3 Notwithstanding an assignment of contract payments, the Contractor, not the assignee, is required to prepare invoices. Where such an assignment has been made, the original copy of the invoice must refer to the assignment and must show that payment of the invoice is to be made directly to the assignee as follows:

"Pursuant to the instrument of assignment dated _____, make payment of this invoice to (name and address of assignee)."

G.7 THE QUICK PAYMENT CLAUSE

G.7.1 Interest Penalties to Contractors

G.7.1.1 The District will pay interest penalties on amounts due to the Prime Contractor under the Quick Payment Act, D.C. Official Code §2-221.01 *et seq.*, for the period beginning on the day after the required payment date and ending on the date on which payment of the amount is made.

Interest shall be calculated at the rate of 1% per month. No interest penalty shall be paid if payment for the completed delivery of the item of property or service is made on or before:

- a) the 3rd day after the required payment date for meat or a meat product;
- b) the 5th day after the required payment date for an agricultural commodity; or
- c) the 15th day after the required payment date for any other item.

G.7.1.2 Any amount of an interest penalty which remains unpaid at the end of any 30-day period shall be added to the principal amount of the debt and thereafter interest penalties shall accrue on the added amount.

G.8 CONTRACTING OFFICER (CO)

The CO is the only official authorized to contractually bind the District. The contact information for the CO is: Derrick White, Contracting Officer

Office of Contracting and Procurement

200 I Street, S.E., Suite 5610, Washington, DC 20003

Phone: 202-727-0252

E-mail: Derrick.White@dc.gov

G.9 CONTRACT ADMINISTRATOR (CA)

G.9.1 The CA is responsible for general administration of the contract and advising the CO

as to the Contractor's compliance or noncompliance with the contract. The CA has the responsibility of ensuring the work conforms to the requirements of the contract and such other responsibilities and authorities as may be specified in the contract. These include:

- G.9.1.1** Keeping the CO fully informed of any technical or contractual difficulties encountered during the performance period and advising the CO of any potential problem areas under the contract;
- G.9.1.2** Coordinating site entry for Contractor personnel, if applicable;
- G.9.1.3** Reviewing invoices for completed work and recommending approval by the CO if the Contractor's prices and costs are consistent with the contractual amounts and progress is satisfactory and commensurate with the rate of expenditure;
- G.9.1.4** Reviewing and approving invoices for deliverables to ensure receipt of goods and services. This includes the timely processing of invoices and vouchers in accordance with the District's payment provisions; and
- G.9.1.5** Maintaining a file that includes all contract correspondence, modifications, records of inspections (site, data, equipment) and invoice or vouchers.

G.9.2 The contact information for the CA is:

Tonishia McAllister, Human Capital Management Director
Office of the Chief Technology Officer
200 I Street, S.E., Washington, DC 20003
Phone: 202-727-7664 E-mail: tonishia.mcallister@dc.gov

G.9.3 The CA shall NOT have the authority to:

1. Award, agree to, or sign any contract, delivery order or task order. Only the CO shall make contractual agreements, commitments or modifications;
2. Grant deviations from or waive any of the terms and conditions of the contract;
3. Increase the dollar limit of the contract or authorize work beyond the dollar limit of the contract,
4. Authorize the expenditure of funds by the Contractor;
5. Change the period of performance; or
6. Authorize the use of District property, except as specified under the contract.

G.9.4 The contractor will be fully responsible for any changes not authorized in advance, in writing, by the CO; may be denied compensation or other relief for any additional work performed that is not so authorized; and may also be required, at no additional cost to the District, to take all corrective action necessitated by reason of the unauthorized changes.

G.10 AUTHORIZED CHANGES BY THE CONTRACTING OFFICER

G.10.1 The CO is the only person authorized to approve changes in any of the requirements of this contract.

G.10.2 The Prime Contractor shall not comply with any order, directive or request that changes or modifies the requirements of this contract, unless issued in writing and signed by the CO.

G.10.3 In the event the Prime Contractor effects any change at the instruction or request of any person other than the CO, the change will be considered to have been made without authority and no adjustment will be made in the contract price to cover any cost increase incurred as a result thereof.

SECTION H: SPECIAL CONTRACT REQUIREMENTS

H.1 HIRING OF DISTRICT RESIDENTS AS APPRENTICES AND TRAINEES

H.1.1 For all new employment resulting from this contract or subcontracts hereto, as defined in Mayor's Order 83-265 and implementing instructions, the contractor shall use its best efforts to comply with the following basic goal and objectives for utilization of bona fide residents of the District of Columbia in each project's labor force:

At least fifty-one (51) percent of apprentices and trainees employed shall be residents of the District of Columbia registered in programs approved by the District of Columbia Apprenticeship Council.

H.1.2 The Prime Contractor shall negotiate an employment agreement with the Department of Employment Services ("DOES") for jobs created as a result of this contract. The DOES shall be the Contractor's first source of referral for qualified apprentices and trainees in the implementation of employment goals contained in this clause.

H.2 DEPARTMENT OF LABOR WAGE DETERMINATIONS

Unless the Living Wage Act of 2016 requires a higher wage, the Contractor shall be bound by the Wage Determination No. 2005-2103 Revision No. 16, dated 07/08/2015 and subsequent revisions issued by the U.S. Department of Labor in accordance with the Service Contract Act, 41 U.S.C. §351 *et seq.*, and incorporated herein as Attachment J.2. The Contractor shall be bound by the wage rates for the term of the contract subject to revision as stated herein and in accordance with Section 24 of the SCP. If an option is exercised, the Contractor shall be bound by the applicable wage rates at the time of the exercise of the option. If the option is exercised and the CO obtains a revised wage determination, the revised wage determination is applicable for the option periods and the Contractor may be entitled to an equitable adjustment.

H.3 PUBLICITY

The Contractor shall at all times obtain the prior written approval from the CO before the Contractor, any of its officers, agents, employees or subcontractors, either during or after expiration or termination of the contract, make any statement, or issue any material, for publication through any medium of communication, bearing on the work performed or data collected under this contract.

H.4 FREEDOM OF INFORMATION ACT

The District of Columbia Freedom of Information Act, at D.C. Official Code §2-532 (a-3), requires the District to make available for inspection and copying any record produced or collected pursuant to a District contract with a private contractor to perform a public function, to the same extent as if the record were maintained by the agency on whose behalf the contract is made. If the contractor receives a request for such information, the contractor shall immediately send the request to the CA who will provide the request to the FOIA Officer for the agency with programmatic responsibility in accordance with the D.C. Freedom of Information Act. If the agency with programmatic responsibility receives a request for a record maintained by the contractor pursuant to the contract, the CA will forward a copy to the Contractor. In either event, the contractor is required by law to provide all responsive records to the CA within the timeframe designated by the CA. The FOIA Officer for the agency with programmatic responsibility will determine the releasability of the records. The District will reimburse the contractor for the costs of searching and copying the records in accordance with D.C. Official Code §2-532 and

Chapter 4 of Title 1 of the
D.C. Municipal Regulations.

H.5 51% DISTRICT RESIDENTS NEW HIRES REQUIREMENTS AND FIRST SOURCE EMPLOYMENT AGREEMENT

H.5.1 The Contractor shall comply with the First Source Employment Agreement Act of 1984, as amended, D.C. Official Code §2-219.01 *et seq.* ("First Source Act").

H.5.2 The Contractor shall enter into and maintain, during the term of the contract, a First Source Employment Agreement, (Attachment J.4) in which the Contractor shall agree that:

- (1) The first source for finding employees to fill all jobs created in order to perform this contract shall be the DOES; and
- (2) The first source for finding employees to fill any vacancy occurring in all jobs covered by the First Source Employment Agreement shall be the First Source Register.

H.5.3 The Contractor shall submit to DOES, no later than the 10th of each month following execution of the contract, a First Source Agreement Contract Compliance Report ("contract compliance report") to verify its compliance with the First Source Agreement for the preceding month. The contract compliance report for the contract shall include the:

- (1) Number of employees needed;
- (2) Number of current employees transferred;
- (3) Number of new job openings created;
- (4) Number of job openings listed with DOES;
- (5) Total number of all District residents hired for the reporting period and the cumulative total number of District residents hired; and
- (6) Total number of all employees hired for the reporting period and the cumulative total number of employees hired, including:
 - (a)) Name;
 - (b) Social security number;
 - (c) Job title;
 - (d) Hire date;
 - (e)) Residence; and
 - (f)) Referral source for all new hires.

H.5.4 If the contract amount is equal to or greater than \$100,000, the Contractor agrees that 51% of the new employees hired for the contract shall be District residents.

H.5.5 With the submission of the Contractor's final request for payment from the District, the Contractor shall:

- (1) Document in a report to the CO the Contractor's compliance with section H.5.4 of this clause; or
- (2) Submit a request to the CO for a waiver of compliance with section H.5.4 and include the following documentation:
 - (a)) Material supporting a good faith effort to comply;
 - (b) Referrals provided by DOES and other referral sources;
 - (c) Advertisement of job openings listed with DOES and other referral sources; and
 - (d) Any documentation supporting the waiver request pursuant to section H.5.6.

H.5.6 The CO may waive the provisions of section H.5.4 if the CO finds that:

- (1) A good faith effort to comply is demonstrated by the contractor;

- (2) The contractor is located outside the Washington Standard Metropolitan Statistical Area and none of the contract work is performed inside the Washington Standard Metropolitan Statistical Area which includes the District of Columbia; the Virginia Cities of Alexandria, Falls Church, Manassas, Manassas Park, Fairfax, and Fredericksburg, the Virginia Counties of Fairfax, Arlington, Prince William, Loudoun, Stafford, Clarke, Warren, Fauquier, Culpeper, Spotsylvania, and King George; the Maryland Counties of Montgomery, Prince Georges, Charles, Frederick, and Calvert; and the West Virginia Counties of Berkeley and Jefferson.
- (3) The contractor enters into a special workforce development training or placement arrangement with DOES; or
- (4) DOES certifies that there are insufficient numbers of District residents in the labor market possessing the skills required by the positions created as a result of the contract.

H.5.7 Upon receipt of the Contractor's final payment request and related documentation pursuant to sections H.5.5 and H.5.6, the CO shall determine whether the Contractor is in compliance with section H.5.4 or whether a waiver of compliance pursuant to section H.5.6 is justified. If the CO determines that the Contractor is in compliance, or that a waiver of compliance is justified, the CO shall, within two business days of making the determination forward a copy of the determination to the agency Chief Financial Officer and the CA.

H.5.8 Willful breach of the First Source Employment Agreement, or failure to submit the report pursuant to section H.5.5, or deliberate submission of falsified data, may be enforced by the CO through imposition of penalties, including monetary fines of 5% of the total amount of the direct and indirect labor costs of the contract. The Contractor shall make payment to DOES. The Contractor may appeal to the D.C. Contract Appeals Board as provided in this contract any decision of the CO pursuant to this section H.5.8.

H.5.9 The provisions of sections H.5.4 through H.5.8 do not apply to nonprofit organizations.

H.6 SECTION 504 OF THE REHABILITATION ACT OF 1973, as amended.

During the performance of the contract, the Contractor and any of its subcontractors shall comply with Section 504 of the Rehabilitation Act of 1973, as amended. This Act prohibits discrimination against disabled people in federally funded programs and activities. See 29 U.S.C. § 794 *et seq.*

H.7 AMERICANS WITH DISABILITIES ACT OF 1990 (ADA)

During the performance of this contract, the Contractor and any of its subcontractors shall comply with the ADA. The ADA makes it unlawful to discriminate in employment against a qualified individual with a disability. See 42 U.S.C. §12101 *et seq.*

H.8 WAY TO WORK AMENDMENT ACT OF 2006

H.8.1 Except as described in H.8.8 below, the Contractor shall comply with Title I of the Way to Work Amendment Act of 2006, effective June 8, 2006 (D.C. Law 16-118, D.C. Official Code §2-220.01 *et seq.*) ("Living Wage Act of 2006"), for contracts for services in the amount of \$100,000 or more in a 12-month period.

H.8.2 The contractor shall pay its employees and subcontractors who perform services under the contract no less than the current living wage published on the OCP website at www.ocp.dc.gov.

H.8.3 The contractor shall include in any subcontract for \$15,000 or more a provision requiring the

subcontractor to pay its employees who perform services under the contract no less than the current living wage rate.

H.8.4 The DOES may adjust the living wage annually and the OCP will publish the current living wage rate on its website at www.ocp.dc.gov.

H.8.5 The contractor shall provide a copy of the Fact Sheet (Attachment J.6) to each employee and subcontractor who performs services under the contract. The Contractor shall also post the Notice attached as J.5 in a conspicuous place in its place of business. The Contractor shall include in any subcontract for \$15,000 or more a provision requiring the subcontractor to post the Notice in a conspicuous place in its place of business.

H.8.6 The contractor shall maintain its payroll records under the contract in the regular course of business for a period of at least three (3) years from the payroll date, and shall include this requirement in its subcontracts for \$15,000 or more under the contract.

H.8.7 The payment of wages required under the Living Wage Act of 2006 shall be consistent with and subject to the provisions of D.C. Official Code §32-1301 *et seq.*

H.8.8 The requirements of the Living Wage Act of 2006 do not apply to:

- (1) Contracts or other agreements that are subject to higher wage level determinations required by federal law;
- (2) Existing and future collective bargaining agreements, provided, that the future collective bargaining agreement results in the employee being paid no less than the established living wage;
- (3) Contracts for electricity, telephone, water, sewer or other services provided by a regulated utility;
- (4) Contracts for services needed immediately to prevent or respond to a disaster or imminent threat to public health or safety declared by the Mayor;
- (5) Contracts or other agreements that provide trainees with additional services including, but not limited to, case management and job readiness services; provided that the trainees do not replace employees subject to the Living Wage Act of 2006;
- (6) An employee under 22 years of age employed during a school vacation period, or enrolled as a full-time student, as defined by the respective institution, who is in high school or at an accredited institution of higher education and who works less than 25 hours per week; provided that he or she does not replace employees subject to the Living Wage Act of 2006;
- (7) Tenants or retail establishments that occupy property constructed or improved by receipt of government assistance from the District of Columbia; provided, that the tenant or retail establishment did not receive direct government assistance from the District;
- (8) Employees of nonprofit organizations that employ not more than 50 individuals and qualify for taxation exemption pursuant to section 501(c)(3) of the Internal Revenue Code of 1954, approved August 16, 1954 (68A Stat. 163; 26 U.S.C. § 501(c)(3));
- (9) Medicaid provider agreements for direct care services to Medicaid recipients, provided, that the direct care service is not provided through a home care agency, a community residence facility, or a group home for mentally retarded persons as those terms are defined in section 2 of the Health-Care and Community Residence Facility, Hospice, and Home Care Licensure Act of 1983, effective February 24, 1984 (D.C. Law 5-48; D.C.

Official Code § 44-501); and

- (10) Contracts or other agreements between managed care organizations and the Health Care Safety Net Administration or the Medicaid Assistance Administration to provide health services.

H.8.9 The Mayor may exempt a contractor from the requirements of the Living Wage Act of 2006, subject to the approval of Council, in accordance with the provisions of Section 109 of the Living Wage Act of 2006.

H.9 PURCHASES OF IT HARDWARE AND EQUIPMENT

The Contractor shall provide only the most current models, components and accessories in new, fully operational, factory sealed condition, with all applicable licenses. The Contractor warrants and represents that the equipment is eligible for the manufacturer's normal and extended warranty and support within the United States to Authorized Users. Previously owned, damaged, refurbished, remanufactured, counterfeit, "gray market" or substitute third party items will not be accepted. The offeror shall provide evidence of its authorized reseller agreement or certification with its proposal.

H.10 DIVERSION, REASSIGNMENT AND REPLACEMENT OF PERSONNEL

The Key Personnel specified in Section C.5.3.1 are considered to be essential to the work being performed hereunder. Prior to changing any of the specified Key Personnel for any reason, the Prime Contractor shall notify the CO within 36 hours of the change and shall submit justification, including proposed replacement, in sufficient detail to permit evaluation of the impact upon the contract. The Prime Contractor shall obtain written approval of the CO for any proposed replacement of Key Personnel.

H.11 OWNERSHIP OF DATA

Pursuant to section 42 of the SCP (Section I.1), the Prime Contractor shall provide upon request of the District any and all District data elements captured by the Prime Contractor in their Vendor Management System in the format specified by the District. These data elements include, but are not limited to, District user login activity, Candidate Staffing Requests made by District Program Managers, Subcontractors responses, resumes, and Candidate hourly rates.

H.12 SUBCONTRACTING REQUIREMENTS

(a) Mandatory Subcontracting Requirements

- (1) Unless the Director of the Department of Small and Local Business Development (DSLBD) has approved a waiver in writing, for all contracts in excess of \$250,000, at least 35% of the dollar volume of the contract shall be subcontracted to qualified small business enterprises (SBEs).
- (2) If there are insufficient SBEs to completely fulfill the requirement of paragraph (a)(1), then the subcontracting may be satisfied by subcontracting 35% of the dollar volume to any qualified certified business enterprises (CBEs); provided, however, that all reasonable efforts shall be made to ensure that SBEs are significant participants in the overall subcontracting work.
- (3) A prime contractor that is certified by DSLBD as a small, local or disadvantaged business enterprise shall not be required to comply with the provisions of sections (a)(1) and (a)(2) of this clause.
- (4) Except as provided in (a)(5) and (a)(7), a prime contractor that is a CBE and has been

granted a bid preference pursuant to D.C. Official Code § 2-218.43, or is selected through a set-aside program, shall perform at least 35% of the contracting effort with its own organization and resources and, if it subcontracts, 35% of the subcontracting effort shall be with CBEs. A CBE prime contractor that performs less than 35% of the contracting effort shall be subject to enforcement actions under D.C. Official Code § 2-218.63.

- (5) A prime contractor that is a certified joint venture and has been granted a bid preference pursuant to D.C. Official Code § 2-218.43, or is selected through a set-aside program, shall perform at least 50% of the contracting effort with its own organization and resources and, if it subcontracts, 35% of the subcontracting effort shall be with CBEs. A certified joint venture prime contractor that performs less than 50% of the contracting effort shall be subject to enforcement actions under D.C. Official Code § 2-218.63.
- (6) Each CBE utilized to meet these subcontracting requirements shall perform at least 35% of its contracting effort with its own organization and resources.
- (7) A prime contractor that is a CBE and has been granted a bid preference pursuant to D.C. Official Code § 2-218.43, or is selected through a set-aside program, shall perform at least 50% of the on-site work with its own organization and resources if the contract is \$1 million or less.

(b) Subcontracting Plan

If the prime contractor is required by law to subcontract under this contract, it must subcontract at least 35% of the dollar volume of this contract in accordance with the provisions of section (a) of this clause. The plan shall be submitted as part of the bid and may only be amended with the prior written approval of the CO and Director of DSLBD. Any reduction in the dollar volume of the subcontracted portion resulting from an amendment of the plan shall inure to the benefit of the District.

Each subcontracting plan shall include the following:

- (1) The name and address of each subcontractor;
- (2) A current certification number of the small or certified business enterprise;
- (3) The scope of work to be performed by each subcontractor; and
- (4) The price that the prime contractor will pay each subcontractor.

(c) Copies of Subcontracts

Within twenty-one (21) days of the date of award, the Contractor shall provide fully executed copies of all subcontracts identified in the subcontracting plan to the CO, CA, District of Columbia Auditor and the Director of DSLBD.

(d) Subcontracting Plan Compliance Reporting

- (1) If the contractor has a subcontracting plan required by law for this contract, the contractor shall submit a quarterly report to the CO, CA, District of Columbia Auditor and the Director of DSLBD. The quarterly report shall include the following information for each subcontract identified in the subcontracting plan:

- (A) The price that the prime contractor will pay each subcontractor under the subcontract;
- (B) A description of the goods procured or the services subcontracted for;
- (C) The amount paid by the prime contractor under the subcontract; and
- (D) A copy of the fully executed subcontract, if it was not provided with an earlier quarterly report.

- (2) If the fully executed subcontract is not provided with the quarterly report, the prime contractor will not receive credit toward its subcontracting requirements for

that subcontract.

(e) Annual Meetings

Upon at least 30-days written notice provided by DSLBD, the contractor shall meet annually with the CO, CA, District of Columbia Auditor and the Director of DSLBD to provide an update on its subcontracting plan.

(f) Notices

The Contractor shall provide written notice to the DSLBD and the District of Columbia Auditor upon commencement of the contract and when the contract is completed.

(e) Enforcement and Penalties for Breach of Subcontracting Plan

- (1) A Contractor shall be deemed to have breached a subcontracting plan required by law, if the contractor (i) fails to submit subcontracting plan monitoring or compliance reports or other required subcontracting information in a reasonably timely manner; (ii) submits a monitoring or compliance report or other required subcontracting information containing a materially false statement; or (iii) fails to meet its subcontracting requirements.
- (2) A contractor that is found to have breached its subcontracting plan for utilization of CBEs in the performance of a contract shall be subject to the imposition of penalties, including monetary fines in accordance with D.C. Official Code § 2-218.63.
- (3) If the CO determines the Contractor's failure to be a material breach of the contract, the CO shall have cause to terminate the contract under the default provisions in clause 8 of the SCP, Default.

SECTION I: CONTRACT CLAUSES

I.1 APPLICABILITY OF STANDARD CONTRACT PROVISIONS

The Standard Contract Provisions for use with District of Columbia Government Supplies and Services Contracts dated July 2010 ("SCP") are incorporated as part of the contract. To obtain a copy of the SCP go to <http://ocp.dc.gov/node/599822>

I.2 **DISPUTES:** (Delete Article 14, Disputes, of the Standard Contract Provisions for use with District of Columbia Government Supplies and Services Contracts dated July 2010 and substitute the following Article I.2, Disputes) (Interim PPRA Version, July 2011).

I.2.1 All disputes arising under or relating to this contract shall be resolved as provided herein.

I.2.2 **Claims by a Contractor against the District**

Claim, as used in paragraph I.2.2 of this clause, means a written assertion by the Contractor seeking, as a matter of right, the payment of money in a sum certain, the adjustment or interpretation of contract terms, or other relief arising under or relating to this contract. A claim arising under a contract, unlike a claim relating to that contract, is a claim that can be resolved under a contract clause that provides for the relief sought by the claimant.

I.2.2.1 All claims by a Contractor against the District arising under or relating to a contract shall be in writing and shall be submitted to the CO for a decision. The contractor's claim shall contain at least the following:

- a. A description of the claim and the amount in dispute;
- b. Data or other information in support of the claim;
- c. A brief description of the Contractor's efforts to resolve the dispute prior to filing the claim; and
- d. The Contractor's request for relief or other action by the CO.

I.2.2.2 The CO may meet with the Contractor in a further attempt to resolve the claim by agreement.

I.2.2.3 The CO shall issue a decision on any claim within 120 calendar days after receipt of the claim. Whenever possible, the CO shall take into account factors such as the size and complexity of the claim and the adequacy of the information in support of the claim provided by the Contractor.

I.2.2.4 The CO's written decision shall do the following:

- a. Provide a description of the claim or dispute;
- b. Refer to the pertinent contract terms;
- c. State the factual areas of agreement and disagreement.
- d. State the reasons for the decision, including any specific findings of fact, although specific findings of fact are not required and, if made, shall not be binding in any subsequent proceeding;
- e. If all or any part of the claim is determined to be valid, determine the amount of monetary settlement, the contract adjustment to be made, or other relief to be granted;
- f. Indicate that the written document is the CO's final decision; and
- g. Inform the Contractor of the right to seek further redress by appealing the decision to the Contract Appeals Board.

I.2.2.5 Failure by the CO to issue a decision on a contract claim within 120 days of receipt of the claim will be deemed to be a denial of the claim, and will authorize the commencement of an appeal to the Contract Appeals Board as provided by D.C. Official Code § 2-360.04.

- I.2.2.5.1** If a Contractor is unable to support any part of his or her claim and it is determined that the inability is attributable to a material misrepresentation of fact or fraud on the part of the Contractor, the Contractor shall be liable to the District for an amount equal to the unsupported part of the claim in addition to all costs to the District attributable to the cost of reviewing that part of the Contractor's claim.
- I.2.2.5.2** Liability under Paragraph I.2.2.5.1 shall be determined within six (6) years of the commission of the misrepresentation of fact or fraud.
- I.2.2.6** Pending final decision of an appeal, action, or final settlement, the Contractor shall proceed diligently with performance of the contract in accordance with the decision of the CO.
- I.2.3 Claims by the District against a Contractor**
- I.2.3.1** Claim as used in paragraph I.2.3 of this clause, means a written demand or written assertion by the District seeking, as a matter of right, the payment of money in a sum certain, the adjustment of contract terms, or other relief arising under or relating to this contract. A claim arising under a contract, unlike a claim relating to that contract, is a claim that can be resolved under a contract clause that provides for the relief sought by the claimant.
- I.2.3.2** The CO shall decide all claims by the District against a contractor arising under or relating to a contract.
- I.2.3.2.1** The CO shall send written notice of the claim to the Contractor. The CO's written decision shall do the following:
- a. Provide a description of the claim or dispute;
 - b. Refer to the pertinent contract terms;
 - c. State the factual areas of agreement and disagreement;
 - d. State the reasons for the decision, including any specific findings of fact, although specific findings of fact are not required and, if made, shall not be binding in any subsequent proceeding;
 - e. If all or any part of the claim is determined to be valid, determine the amount of monetary settlement, the contract adjustment to be made, or other relief to be granted;
 - f. Indicate that the written document is the CO's final decision; and
 - g. Inform the Contractor of the right to seek further redress by appealing the decision to the Contract Appeals Board.
- I.2.3.3** The CO shall support the decision by reasons and shall inform the Contractor of its rights as provided herein.
- I.2.3.4** Before or after issuing the decision, the CO may meet with the Contractor to attempt to resolve the claim by agreement
- I.2.3.5** The authority contained in this clause I.2.3 shall not apply to a claim or dispute for penalties or forfeitures prescribed by statute or regulation which another District agency is specifically authorized to administer, settle, or determine.
- I.2.3.6** This clause shall not authorize the CO to settle, compromise, pay, or otherwise adjust any claim involving fraud.
- I.2.4** Decisions of the CO shall be final and not subject to review unless the Contractor timely commences an administrative appeal for review of the decision, by filing a complaint with the Contract Appeals Board, as authorized by D.C. Official Code § 2-360.04.
- I.2.5** Pending final decision of an appeal, action, or final settlement, the Contractor shall proceed diligently with performance of the contract in accordance with the decision of the CO.

I.3 CONFIDENTIALITY OF INFORMATION

The contractor shall keep all information relating to any employee or customer of the District in absolute confidence and shall not use the information in connection with any other matters; nor shall it disclose any such information to any other person, firm or corporation, in accordance with the District and federal laws governing the confidentiality of records.

I.4 TIME

Time, if stated in a number of days, will include Saturdays, Sundays, and holidays, unless otherwise stated herein.

I.5 RIGHTS IN DATA

I.5.1 "Data," as used herein, means recorded information, regardless of form or the media on which it may be recorded. The term includes technical data and computer software. The term does not include information incidental to contract administration, such as financial, administrative, cost or pricing, or management information.

I.5.2 The term "Technical Data", as used herein, means recorded information, regardless of form or characteristic, of a scientific or technical nature. It may, for example, document research, experimental, developmental or engineering work, or be usable or used to define a design or process or to procure, produce, support, maintain, or operate material. The data may be graphic or pictorial delineations in media such as drawings or photographs, text in specifications or related performance or design type documents or computer printouts. Examples of technical data include research and engineering data, engineering drawings and associated lists, specifications, standards, process sheets, manuals, technical reports, catalog item identifications, and related information, and computer software documentation. Technical data does not include computer software or financial, administrative, cost and pricing, and management data or other information incidental to contract administration.

I.5.3 The term "Computer Software", as used herein means computer programs and computer databases. "Computer Programs", as used herein means a series of instructions or statements in a form acceptable to a computer, designed to cause the computer to execute an operation or operations. "Computer Programs" include operating systems, assemblers, compilers, interpreters, data management systems, utility programs, sort merge programs, and automated data processing equipment maintenance diagnostic programs, as well as applications programs such as payroll, inventory control and engineering analysis programs. Computer programs may be either machine-dependent or machine-independent, and may be general purpose in nature or designed to satisfy the requirements of a particular user.

I.5.4 The term "computer databases", as used herein, means a collection of data in a form capable of being processed and operated on by a computer.

I.5.5 All data first produced in the performance of this Contract shall be the sole property of the District. The Contractor hereby acknowledges that all data, including, without limitation, computer program codes, produced by Contractor for the District under this Contract, are works made for hire and are the sole property of the District; but, to the extent any such data may not, by operation of law, be works made for hire, Contractor hereby transfers and assigns to the District the ownership of copyright in such works, whether published or unpublished. The Contractor agrees to give the District all assistance reasonably necessary to perfect such rights including, but not limited to, the works and supporting documentation and the execution of any instrument required to register copyrights. The Contractor agrees not to assert any rights in common law or in equity in such data. The Contractor shall not publish or reproduce such data in whole or in part or in any manner or form, or authorize others to do so, without written consent of the District until such time as the District may

have released such data to the public.

I.5.6 The District will have restricted rights in data, including computer software and all accompanying documentation, manuals and instructional materials, listed or described in a license or agreement made a part of this contract, which the parties have agreed will be furnished with restricted rights, provided however, notwithstanding any contrary provision in any such license or agreement, such restricted rights shall include, as a minimum the right to:

I.5.6.1 Use the computer software and all accompanying documentation and manuals or instructional materials with the computer for which or with which it was acquired, including use at any District installation to which the computer may be transferred by the District;

I.5.6.2 Use the computer software and all accompanying documentation and manuals or instructional materials with a backup computer if the computer for which or with which it was acquired is inoperative;

I.5.6.3 Copy computer programs for safekeeping (archives) or backup purposes; and modify the computer software and all accompanying documentation and manuals or instructional materials, or combine it with other software, subject to the provision that the modified portions shall remain subject to these restrictions.

I.5.7 The restricted rights set forth in section I.5.6 are of no effect unless

(i) the data is marked by the Contractor with the following legend:

RESTRICTED RIGHTS LEGEND

Use, duplication, or disclosure is subject to restrictions stated in Contract No. _____ with (Contractor's Name); and

(ii) If the data is computer software, the related computer software documentation includes a prominent statement of the restrictions applicable to the computer software. The Contractor may not place any legend on the computer software indicating restrictions on the District's rights in such software unless the restrictions are set forth in a license or agreement made a part of the contract prior to the delivery date of the software. Failure of the Contractor to apply a restricted rights legend to such computer software shall relieve the District of liability with respect to such unmarked software.

I.5.8 In addition to the rights granted in Section I.5.6 above, the Contractor hereby grants to the District a nonexclusive, paid-up license throughout the world, of the same scope as restricted rights set forth in Section I.5.6 above, under any copyright owned by the Contractor, in any work of authorship prepared for or acquired by the District under this contract. Unless written approval of the Contracting Officer is obtained, the Contractor shall not include in technical data or computer software prepared for or acquired by the District under this contract any works of authorship in which copyright is not owned by the Contractor without acquiring for the District any rights necessary to perfect a copyright license of the scope specified in the first sentence of this paragraph.

I.5.9 Whenever any data, including computer software, are to be obtained from a subcontractor under this contract, the Contractor shall use this clause, I.5, Rights in Data, in the subcontract, without alteration, and no other clause shall be used to enlarge or diminish the District's or the Contractor's rights in that subcontractor data or computer software which is required for the District.

I.5.10 For all computer software furnished to the District with the rights specified in Section I.5.5, the Contractor shall furnish to the District, a copy of the source code with such rights of the

scope specified in Section I.5.5. For all computer software furnished to the District with the restricted rights specified in Section I.5.6, the District, if the Contractor, either directly or through a successor or affiliate shall cease to provide the maintenance or warranty services provided the District under this contract or any paid-up maintenance agreement, or if Contractor should be declared bankrupt or insolvent by a court of competent jurisdiction, shall have the right to obtain, for its own and sole use only, a single copy of the then current version of the source code supplied under this contract, and a single copy of the documentation associated therewith, upon payment to the person in control of the source code the reasonable cost of making each copy.

I.5.11 The Contractor shall indemnify and save and hold harmless the District, its officers, agents and employees acting within the scope of their official duties against any liability, including costs and expenses, (i) for violation of proprietary rights, copyrights, or rights of privacy, arising out of the publication, translation, reproduction, delivery, performance, use or disposition of any data furnished under this contract, or (ii) based upon any data furnished under this contract, or based upon libelous or other unlawful matter contained in such data.

I.5.12 Nothing contained in this clause shall imply a license to the District under any patent, or be construed as affecting the scope of any license or other right otherwise granted to the District under any patent.

I.5.13 Paragraphs I.5.6, I.5.7, I.5.8, I.5.11 and I.5.12 above are not applicable to material furnished to the Contractor by the District and incorporated in the work furnished under contract, provided that such incorporated material is identified by the Contractor at the time of delivery of such work.

I.6 OTHER CONTRACTORS

The Contractor shall not commit or permit any act that will interfere with the performance of work by another District contractor or by any District employee.

I.7 SUBCONTRACTS

The Prime Contractor hereunder shall not subcontract any of the Contractor's work or services to any subcontractor without the prior written consent of the CO. Any work or service so subcontracted shall be performed pursuant to a subcontract agreement, which the District will have the right to review and approve prior to its execution by the contractor. Any such subcontract shall specify that the Contractor and the subcontractor shall be subject to every provision of this contract. Notwithstanding any such subcontract approved by the District, the Contractor shall remain liable to the District for all Contractor's work and services required hereunder.

I.8 INSURANCE

A. GENERAL REQUIREMENTS. The Contractor shall procure and maintain, during the entire period of performance under this contract, the types of insurance specified below. The Contractor shall have its insurance broker or insurance company submit a Certificate of Insurance to the CO giving evidence of the required coverage prior to commencing performance under this contract. In no event shall any work be performed until the required Certificates of Insurance signed by an authorized representative of the insurer(s) have been provided to, and accepted by, the CO. All insurance shall be written with financially responsible companies authorized to do business in the District of Columbia or in the jurisdiction where the work is to be performed and have an A.M. Best Company rating of A-VIII or higher. The Contractor shall require all of its subcontractors to carry the same insurance required herein. The Contractor shall ensure that all policies provide that the CO

shall be given thirty (30) days prior written notice in the event the stated limit in the declarations page of the policy is reduced via endorsement or the policy is canceled prior to the expiration date shown on the certificate. The Contractor shall provide the CO with ten (10) days prior written notice in the event of non-payment of premium.

1. Commercial General Liability Insurance. The Contractor shall provide evidence satisfactory to the CO with respect to the services performed that it carries \$1,000,000 per occurrence limits; \$2,000,000 aggregate; Bodily Injury and Property Damage including, but not limited to: premises-operations; broad form property damage; Products and Completed Operations; Personal and Advertising Injury; contractual liability and independent contractors. The policy coverage shall include the District of Columbia as an additional insured, shall be primary and non-contributory with any other insurance maintained by the District of Columbia, and shall contain a waiver of subrogation. The Contractor shall maintain Completed Operations coverage for five (5) years following final acceptance of the work performed under this contract.
2. Automobile Liability Insurance. The Contractor shall provide automobile liability insurance to cover all owned, hired or non-owned motor vehicles used in conjunction with the performance of this contract. The policy shall provide a \$1,000,000 per occurrence combined single limit for bodily injury and property damage.
3. Workers' Compensation Insurance. The Contractor shall provide Workers' Compensation insurance in accordance with the statutory mandates of the District of Columbia or the jurisdiction in which the contract is performed.
4. Employer's Liability Insurance. The Contractor shall provide employer's liability insurance as follows: \$500,000 per accident for injury; \$500,000 per employee for disease; and \$500,000 for policy disease limit.
5. Professional Liability Insurance (Errors & Omissions). The Contractor shall provide Professional Liability Insurance (Errors and Omissions) to cover liability resulting from any error or omission in the performance of professional services under this Contract. The policy shall provide limits of \$1,000,000 per occurrence for each wrongful act and \$2,000,000 annual aggregate.

- B. DURATION. The Contractor shall carry all required insurance until all contract work is accepted by the District, and shall carry the required General Liability; any required Professional Liability; and any required Employment Practices Liability insurance for five (5) years following final acceptance of the work performed under this contract.
- C. LIABILITY. These are the required minimum insurance requirements established by the District of Columbia. **HOWEVER, THE REQUIRED MINIMUM INSURANCE REQUIREMENTS PROVIDED ABOVE WILL NOT IN ANY WAY LIMIT THE CONTRACTOR'S LIABILITY UNDER THIS CONTRACT.**
- D. CONTRACTOR'S PROPERTY. Contractor and subcontractors are solely responsible for any loss or damage to their personal property, including but not limited to tools and equipment, scaffolding and temporary structures, rented machinery, or owned and leased equipment. A waiver of subrogation shall apply in favor of the District of Columbia.
- E. MEASURE OF PAYMENT. The District shall not make any separate measure or payment for the cost of insurance and bonds. The Contractor shall include all of the costs of insurance and bonds in the contract price.
- F. NOTIFICATION. The Contractor shall immediately provide the CO with written notice in

the event that its insurance coverage has or will be substantially changed, canceled or not renewed, and provide an updated certificate of insurance to the CO.

- G. **CERTIFICATES OF INSURANCE.** The Contractor shall submit certificates of insurance giving evidence of the required coverage as specified in this section prior to commencing work. Evidence of insurance shall be submitted to:

Derrick White, Contracting Officer
Office of Contracting and Procurement
200 I Street, S.E., Suite 5610, Washington, DC 20003
Phone: 202-727-0252 E-mail:
Derrick.White@dc.gov

- H. **DISCLOSURE OF INFORMATION.** The Contractor agrees that the District may disclose the name and contact information of its insurers to any third party which presents a claim against the District for any damages or claims resulting from or arising out of work performed by the Contractor, its agents, employees, servants or subcontractors in the performance of this contract.

I.9 EQUAL EMPLOYMENT OPPORTUNITY

In accordance with the District of Columbia Administrative Issuance System, Mayor's Order 85-85 dated June 10, 1985, the forms for completion of the Equal Employment Opportunity Information Report are incorporated herein as Attachment J.3. An award cannot be made to any bidder who has not satisfied the equal employment requirements.

I.10 ORDER OF PRECEDENCE

The contract awarded as a result of this RFP will contain the following clause:

ORDER OF PRECEDENCE

A conflict in language shall be resolved by giving precedence to the document in the highest order of priority that contains language addressing the issue in question. The following documents are incorporated into the contract by reference and made a part of the contract in the following order of precedence:

- (1) An applicable Court Order, if any
- (2) Contract document
- (3) Standard Contract Provisions
- (4) Contract attachments other than the Standard Contract Provisions and technical proposal
- (5) RFP, as amended
- (6) BAFOs (in order of most recent to earliest)
- (7) Proposal

I.11 FAIR CRIMINAL RECORD SCREENING

- (a) The Contractor shall comply with the provisions of the Fair Criminal Record Screening Amendment Act of 2014, effective December 17, 2014 (D.C. Law 20-152) (the "Act" as used in this section). This section applies to any employment, including employment on a temporary or contractual basis, where the physical location of the employment is in whole or substantial part within the District of Columbia.
- (b) Prior to making a conditional offer of employment, the Contractor shall not require an applicant for employment, or a person who has requested consideration for employment by the Contractor, to reveal or disclose an arrest or criminal accusation that is not then pending or did not result in a criminal conviction.

- (c) After making a conditional offer of employment, the Contractor may require an applicant to disclose or reveal a criminal conviction.
- (d) The Contractor may only withdraw a conditional offer of employment, or take adverse action against an applicant, for a legitimate business reason as described in the Act.
- (e) This section and the provisions of the Act shall not apply:
 - 1) Where a federal or District law or regulation requires the consideration of an applicant's criminal history for the purposes of employment;
 - 2) To a position designated by the employer as part of a federal or District government program or obligation that is designed to encourage the employment of those with criminal histories;
 - 3) To any facility or employer that provides programs, services, or direct care to, children, youth, or vulnerable adults; or
 - 4) To employers that employ less than 11 employees.
- (f) A person claiming to be aggrieved by a violation of the Act may file an administrative complaint with the District of Columbia Office of Human Rights, and the Commission on Human Rights may impose monetary penalties against the Contractor.

I.12 PRE-AWARD APPROVAL

I.12.1 The award and enforceability of this contract is contingent upon approval of the Council of the District of Columbia.

I.12.2 In accordance with D.C. Official Code §2-352.02, the Mayor must submit to the Council for approval any contract action over one million dollars within a 12-month period.

I.13 CONTINUITY OF SERVICES

I.13.1 The Contractor recognizes that the services provided under this contract are vital to the District and must be continued without interruption and that, upon contract expiration or termination, a successor, either the District or another contractor, at the District's option, may continue to provide these services. To that end, the Prime Contractor agrees to:

I.13.1.1 Furnish phase-out, phase-in (transition) training; and

I.13.1.2 Exercise its best efforts and cooperation to effect an orderly and efficient transition to a successor.

I.13.2 The Contractor shall, upon the CO's written notice:

I.13.2.1 Furnish phase-in, phase-out services for up to 90 days after this contract expires and

I.13.2.2 Negotiate in good faith a plan with a successor to determine the nature and extent of phase-in, phase-out services required. The plan shall specify a training program and a date for transferring responsibilities for each division of work described in the plan, and shall be subject to the CO's approval.

I.13.3 The Contractor shall provide sufficient experienced personnel during the phase-in, phase-out period to ensure that the services called for by this contract are maintained at the required level of proficiency.

I.13.4 The Contractor shall allow as many personnel as practicable to remain on the job to help the successor maintain the continuity and consistency of the services required by this contract. The Contractor also shall disclose necessary personnel records and allow the successor to conduct on-site interviews with these employees. If selected employees are agreeable to the change, the Contractor shall release them at a mutually agreeable date and negotiate transfer of their earned fringe benefits to the successor.

I.13.5 Only in accordance with a modification issued by the Contracting Officer, the Prime Contractor shall be reimbursed for all reasonable phase-in, phase-out costs (i.e., costs

incurred within the agreed period after contract expiration that result from phase-in, phase-out operations).

I.14 GOVERNING LAW

This contract, and any disputes arising out of or related to this contract, shall be governed by, and construed in accordance with, the laws of the District of Columbia.

I.15 CONTRACTS THAT CROSS FISCAL YEARS

Continuation of this contract beyond the current fiscal year is contingent upon future fiscal appropriations.

SECTION J: ATTACHMENTS

The following list of attachments is incorporated into the solicitation by reference and the full text of the attachments is set forth at <http://ocp.dc.gov/node/599822>

Attachment Number	Document
J.1	Government of the District of Columbia Standard Contract Provisions for Use with the Supplies and Services Contracts (July 2010) available at www.ocp.dc.gov > Quick Links > click on "Required Solicitation Documents"
J.2	U.S. Department of Labor Wage Determination No. 2015-4282 Revision 3, dated 04/8/2016.
J.3	Way to Work Amendment Act of 2016 - Living Wage Notice available at www.ocp.dc.gov > Quick Links > click on "Required Solicitation Documents"
J.4	Way to Work Amendment Act of 2016 - Living Wage Fact Sheet available at www.ocp.dc.gov > Quick Links > click on "Required Solicitation Documents"
J.5	Non-Disclosure Agreement (NDA)
J.6	Technical Proposal