



1040 University Blvd, Portsmouth, Suite 100, VA 23703 PH:  
(757) 391-9200 FAX: (757) 391-9098

GENERAL SERVICES ADMINISTRATION  
AUTHORIZED FEDERAL ACQUISITION SERVICE  
INFORMATION TECHNOLOGY SCHEDULE PRICELIST  
GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY  
EQUIPMENT, SOFTWARE AND SERVICES

Special Item No. 132-51 Information Technology Professional Services  
FPDS Code D301 IT Facility Operation and Maintenance  
FPDS Code D302 IT Systems Development Services  
FPDS Code D306 IT Systems Analysis Services  
FPDS Code D307 Automated Information Systems Design and Integration Services  
FPDS Code D308 Programming Services  
FPDS Code D310 IT Backup and Security Services  
FPDS Code D311 IT Data Conversion Services  
FPDS Code D313 Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services  
FPDS Code D316 IT Network Management Services  
FPDS Code D399 Other Information Technology Services, Not Elsewhere Classified

FSC Group 70  
FSC Class 7030

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at [fss.gsa.gov](http://fss.gsa.gov).

Contractor: **MYMIC, LLC**

**Small Business**

Contract Number: **GS35F445DA**

Period Covered by Contract: **August 3, 2016 through August 2, 2021**

Contract Administrator POC:

**Lorre Hoggard, Contract Manager**

MYMIC, LLC

1040 University Blvd.

Portsmouth, Virginia 23703

Tel: (757) 391-9200 ext. 137 Fax: (757) 391-9098

e-Mail: [Lorre.Hoggard@mymic.net](mailto:Lorre.Hoggard@mymic.net)

Web Site: <http://mymic.net/>

Pricelist current through Modification: N/A to date

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!<sup>®</sup>, a menu-driven database system. The INTERNET address GSA Advantage!<sup>®</sup> is: [GSAAdvantage.gov](http://GSAAdvantage.gov).

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



1040 University Blvd, Portsmouth, Suite 100, VA 23703 PH:  
(757) 391-9200 FAX: (757) 391-9098

## TABLE OF CONTENTS

Information for Ordering Activities	3
Terms and Conditions Applicable to Information Technology (IT) Professional Services (Special Item Number 132-51)	5
Labor Categories and Descriptions	10
Labor Rates	20
USA Commitment to Promote Small Business Participation	22
Blanket Purchase Agreement	23
Basic Guidelines for Using “Contractor Team Arrangements”	25



1040 University Blvd, Portsmouth, Suite 100, VA 23703 PH:  
(757) 391-9200 FAX: (757) 391-9098

### Information for ordering activities

- 1a Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s). (**See labor categories and rates starting on page five**)
- 1b Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.
- 1c If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item.
2. Maximum Order. SIN 132-51 \$500.000.00
3. Minimum order. \$100.00
4. Geographic coverage (delivery area). Worldwide: CONUS, Hawaii, Alaska, PR and Washington, DC and OCONUS
5. Point(s) of production (city, county, and State or foreign country). N/A
6. Discount from list prices or statement of net price. Prices shown are NET Prices; Basic Discounts have been deducted.
7. Quantity discounts. None
8. Prompt payment terms. None
- 9a Notification that Government purchase cards are accepted at or below the micro-purchase threshold. Accepted
- 9b Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold. Accepted
10. Foreign items (list items by country of origin). N/A
- 11a Time of Delivery. 30 Days ARO
- 11b Expedited Delivery. The Contractor will insert the sentence "Items available for expedited delivery are noted in this price list." under this heading. The Contractor may use a symbol of its choosing to highlight items in its price lists that have expedited delivery. TBD at task order level
- 11c Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery. TBD at task order level
- 11d Urgent Requirements. The Contractor will note in its price list the "Urgent Requirements" clause of its contract and advise agencies that they can also contact the Contractor's representative to affect a faster delivery.
12. F.O.B. point(s). Destination



1040 University Blvd, Portsmouth, Suite 100, VA 23703 PH:  
(757) 391-9200 FAX: (757) 391-9098

**13a Ordering address**

MYMIC, LLC  
1040 University Blvd.  
Portsmouth, Virginia 23703

Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.

**13b Payment address**

MYMIC, LLC  
1040 University Blvd.  
Portsmouth, Virginia 23703

14. Warranty provision. Standard Commercial Warranty
15. Export packing charges, if applicable. N/A
16. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level). Accepted above the micro-purchase level up to \$25,000.00
17. Terms and conditions of rental, maintenance, and repair (if applicable). N/A
18. Terms and conditions of installation (if applicable). N/A
19. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). N/A
20. Terms and conditions for any other services (if applicable). N/A
21. List of service and distribution points (if applicable). N/A
22. List of participating dealers (if applicable). N/A
23. Preventive maintenance (if applicable). N/A
- 24a Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). N/A
- 24b If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/).
- 25 Data Universal Number System (DUNS) number. **005677419**
- 26 Notification regarding registration in SAM (formally Central Contractor Registration (CCR) database. SAM Registration is valid through 2/24/2017 **and is maintained annually.**



1040 University Blvd, Portsmouth, Suite 100, VA 23703 PH:  
(757) 391-9200 FAX: (757) 391-9098

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

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

**1. SCOPE**

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

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

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

**3. ORDER**

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

**4. PERFORMANCE OF SERVICES**

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



1040 University Blvd, Portsmouth, Suite 100, VA 23703 PH:  
(757) 391-9200 FAX: (757) 391-9098

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

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

- (a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either:
  - (1) Cancel the stop-work order; or
  - (2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.
- (b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if:
  - (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
  - (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.
- (c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.



1040 University Blvd, Portsmouth, Suite 100, VA 23703 PH:  
(757) 391-9200 FAX: (757) 391-9098

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

## 6. INSPECTION OF SERVICES

In accordance with FAR 52.212-4 CONTRACT TERMS AND CONDITIONS--COMMERCIAL ITEMS (MAR 2009) (DEVIATION I - FEB 2007) for Firm-Fixed Price orders and FAR 52.212-4 CONTRACT TERMS AND CONDITIONS  COMMERCIAL ITEMS (MAR 2009) (ALTERNATE I  OCT 2008) (DEVIATION I – FEB 2007) applies to Time-and-Materials and Labor-Hour Contracts orders placed under this contract.

## 7. RESPONSIBILITIES OF THE CONTRACTOR

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

## 8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

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

## 9. INDEPENDENT CONTRACTOR

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

## 10. ORGANIZATIONAL CONFLICTS OF INTEREST

### a. Definitions.

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

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

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



1040 University Blvd, Portsmouth, Suite 100, VA 23703 PH:  
(757) 391-9200 FAX: (757) 391-9098

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

## 11. INVOICES

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

## 12. PAYMENTS

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

- (a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.
- (b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—
  - (1) The offeror;
  - (2) Subcontractors; and/or
  - (3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

## 13. RESUMES

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





1040 University Blvd, Portsmouth, Suite 100, VA 23703 PH:  
(757) 391-9200 FAX: (757) 391-9098

#### 14. INCIDENTAL SUPPORT COSTS

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

#### 15. APPROVAL OF SUBCONTRACTS

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

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

a. The Contractor shall provide a description of each type of IT Service offered under Special Item Numbers 132-51 IT Professional Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.

b. Pricing for all IT Professional Services shall be in accordance with the Contractor's customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices, minimum general experience and minimum education.

The following is an example of the manner in which the description of a commercial job title should be presented:

**EXAMPLE:** Commercial Job Title: System Engineer

Minimum/General Experience: Three (3) years of technical experience which applies to systems analysis and design techniques for complex computer systems. Requires competence in all phases of systems analysis techniques, concepts and methods; also requires knowledge of available hardware, system software, input/output devices, structure and management practices.

Functional Responsibility: Guides users in formulating requirements, advises alternative approaches and conducts feasibility studies.

Minimum Education: Bachelor's Degree in Computer Science

### MYMIC, LLC Labor Categories and Descriptions

#### Program Manager

**Functional Responsibility:** Organize, direct, and coordinate planning and production of all contract activities. The candidate must show the ability to interface with client management including the Contracting Officer and the Task Order Management (TOM); recruit personnel necessary to perform assigned tasks; establish and alter (as necessary) program organization to provide effective contract



1040 University Blvd, Portsmouth, Suite 100, VA 23703 PH:  
(757) 391-9200 FAX: (757) 391-9098

support; and assign, schedule, and provide configuration control and quality assurance of project team deliverables. The candidate must ensure conformance to task specifications and contract provisions.

**Education/Experience:** Masters of Science degree in a technical or management discipline from an accredited college or university with a minimum seven (7) years of task related experience to include a minimum five (5) years managing complex projects involving large numbers of people in subordinate groups. OR: Bachelor of Science degree in technical or management discipline with a minimum fifteen (15) years' experience managing progressively more complex systems/projects may be substituted.

### **Operational Research Analyst**

**Functional Responsibility:** Applies mastery level skill in advanced analytical, mathematical, or statistical techniques related to statistical analysis, parametric and non-parametric analysis, computer modeling, simulation, decision theory, mathematical programming, regression analysis, and economic analysis. Serves as a senior analyst in an analysis cell responsible for developing analytical models and methods. Advises other operations research analysts, scientists, or engineers on techniques best suited for analyzing their problems.

**Education/Experience:** Masters of Science degree from an accredited college or university in Operations Research with a minimum five (5) years of task related experience. OR: Bachelor of Science degree in Engineering, Industrial Engineering, Computer Science, Economics, Math, Statistics or Management Science with at least 24 semester hours in a combination of operations research, math, probability, statistics, math logic, science, or subject matter courses requiring substantial competence in college-level math or statistics. At least 3 of the 24 hours must have been calculus with at least 12 years of task related experience.

### **Senior Operational Research Analyst**

**Functional Responsibility:** Applies mastery level skill in advanced analytical, mathematical, or statistical techniques related to statistical analysis, parametric and non-parametric analysis, computer modeling, simulation, decision theory, mathematical programming, regression analysis, and economic analysis. Serves as a senior analyst in an analysis cell responsible for developing analytical models and methods. Advises other operations research analysts, scientists, or engineers on techniques best suited for analyzing their problems.

**Education/Experience:** Doctorate degree from an accredited university or college in Operations Research or Masters of Science degree in Operations Research with a minimum eight (8) years of task related experience. OR: Bachelor's degree in Engineering, Industrial Engineering, Computer Science, Economics, Mathematics, Statistics or Management Science with at least twenty-four (24) semester hours in a combination of operations research, mathematics, probability, statistics, mathematical logic, science,



1040 University Blvd, Portsmouth, Suite 100, VA 23703 PH:  
(757) 391-9200 FAX: (757) 391-9098

or subject matter courses requiring substantial competence in college-level mathematics or statistics. At least three (3) of the twenty-four (24) semester hours must have been calculus with a minimum fourteen (14) years of task related experience

### **Junior Source Analyst**

**Functional Responsibility:** Source Analysts shall support in studies of combined and joint military operations conducted across the spectrum of war, from theater campaigns to operations other than war. Study objectives include course of action analysis, operational planning, time-phased force deployment data, feasibility assessments, identifying and managing areas of operational risk, determining force requirements, and developing tactics, techniques, and procedures for tactical and operational problems. Analysis is performed using widely accepted military combat models and simulations, all source intelligence analysis as well as other appropriate operations research techniques. Source Analysts provide support to gaming activities. Source Analysts interpret, synthesize, and present results, associated products and recommendations to senior military and civilian decision makers. Source Analysts shall be responsible for employing and maintaining selected models and simulations (to include their data bases) specifically designed to analyze some aspect of military operations. Under Immediate supervision, formulates and defines analysis scope and objectives.

**Education/Experience:** Bachelor of Science degree from an accredited college or university with a minimum six (6) years of task related experience. OR: Ten (10) years of military operational experience (5 of which earned as E-6 or O-3 or above). Operational experience includes planning and executing combined and joint operations at the theater or component level, knowledge of combat arms, all source intelligence analysis, logistics, civil-military operations, and site's area of responsibility or functional area) and task related experience.

### **Source Analyst**

**Functional Responsibility:** Source Analysts shall support studies of combined and joint military operations conducted across the spectrum of war, from theater campaigns to operations other than war. Study objectives include course of action analysis, operational planning, time-phased force deployment data, feasibility assessments, identifying and managing areas of operational risk, determining force requirements, and developing tactics, techniques, and procedures for tactical and operational problems. Analysis is performed using widely accepted military combat models and simulations, all source intelligence analysis as well as other appropriate operations research techniques. Source Analysts provide support to gaming activities. Source Analysts interpret, synthesize, and present results and recommendations to senior military and civilian decision makers. Source Analysts shall be responsible for employing and maintaining selected models and simulations (to include their data bases) specifically



1040 University Blvd, Portsmouth, Suite 100, VA 23703 PH:  
(757) 391-9200 FAX: (757) 391-9098

designed to analyze some aspect of military operations. Under Immediate supervision, formulates and defines analysis scope and objectives.

**Education/Experience:** Bachelor of Science degree from an accredited college or university with a minimum ten (10) years of task related experience. OR: Graduation from a military command and staff college with a minimum ten (10) years of task related experience (5 of which earned as E-6or O-3 or above). OR: A combination of fifteen (15) years of military operational experience ((5 of which earned as E-6or O-3 or above). Operational experience includes planning and executing combined and joint operations at the theater or component level, knowledge of combat arms, all source intelligence analysis, logistics, civil-military operations, and site's area of responsibility or functional area) and task related experience.

### Senior Source Analyst

**Functional Responsibility:** Source Analysts shall support studies of combined and joint military operations conducted across the spectrum of war, from theater campaigns to operations other than war. Study objectives include course of action analysis, operational planning, time-phased force deployment data, feasibility assessments, identifying & managing areas of operational risk, determining force requirements, and developing tactics, techniques, & procedures for tactical & operational problems. Analysis is performed using widely accepted military combat models & simulations, all source intelligence analysis as well as other appropriate operations research techniques. Source Analysts provide support to gaming activities. Source Analysts interpret, synthesize, and present results & recommendations to senior military/civilian decision makers. Source Analysts shall be responsible for employing & maintaining selected models and simulations (to include their data bases) specifically designed to analyze some aspect of military operations. Must be capable of leading & managing interdisciplinary study teams conducting studies of a scope and nature expected of a theater level command. Also must have a detailed knowledge in military doctrine, planning & operational employment of forces - combat arms, combat support, & combat service support. Applies broad understanding of military command & control and force structure at the unified & specified level (joint commands) to the joint planning process & mission analysis.

**Education/Experience:** Masters of Science degree from an accredited college or university. OR: Bachelor of Arts/Bachelor of Science degree minimum with completion of MEL4 (command and general staff college service equivalent) of military schooling plus fifteen (15) years of task related experience. OR: a combination of twenty (20) years of military operational experience (5 of which earned as E-6 or O-3 or above). Operational experience includes planning and executing combined and joint operations at the theater or component level, knowledge of combat arms, all source intelligence analysis, logistics, civil-military operations, and site's area of responsibility or functional area) and task related experience.



1040 University Blvd, Portsmouth, Suite 100, VA 23703 PH:  
(757) 391-9200 FAX: (757) 391-9098

## Subject Matter Expert (SME)

**Functional Responsibility:** Provides extremely high-level subject matter expertise for work described in the task. Provides advanced technical knowledge and analysis in a number of professions including national security, international relations, military, and Operations Research Systems Analyst related fields, which require doctorate level knowledge of the subject matter. Applies principles, methods, and knowledge of specific functional areas of expertise to specific task order requirements. Provides advice on esoteric problems, which requires extensive knowledge of the subject matter. Designs and prepares technical reports, studies and related documents. Plans and prepares technical briefings. Supports all aspects of a military organization's research and development policies, objectives, and initiatives. Researches new technologies that align with the mission and goals of the military organization.

**Education/Experience:** Retired Field-Grade Officer with a Masters of Science degree from an accredited college or university in the subject matter discipline as identified in a task order, with Command and General Staff College. OR: A Doctorate degree from an accredited university or college in the specific subject matter discipline as identified in the task order. OR: A Masters of Science degree from an accredited college or university in university in the specific subject matter discipline as identified in the task order with a minimum twenty-five (25) years of task related experience.

## Systems Engineer

**Functional Responsibility:** Utilizes sound systems engineering principles to conduct analysis, coordinate design solutions, & apply mathematical methods to solve complex system needs. Leverage their systems engineering experience/ education to address issues such as logistics, the coordination of different teams, development & analysis of requirements, & consider the entire life-cycle applied to large, complex projects. For reference: Systems engineering is an interdisciplinary field of engineering focusing on how complex projects should be designed & managed over their life cycles. Systems engineering deals with work-processes & tools to manage risks on such projects, & it overlaps with both technical & human-centered disciplines such as core engineering, organizational studies, & project management.

**Education/Experience:** Masters of Science degree from an accredited college or university in Systems Engineering with at least 3 years' experience\*. OR: Bachelor of Science degree in Systems Engineering with at least 10 years' experience.

\*A degree in other engineering fields or operations research may be substituted for a systems engineering degree, provided completion of at least 24 semester hours of operations research. mathematics, probability, statistics, mathematical logic, science, or subject matter courses requiring substantial competence in college-level mathematics or statistics and the individual has significant experience performing systems engineering.



1040 University Blvd, Portsmouth, Suite 100, VA 23703 PH:  
(757) 391-9200 FAX: (757) 391-9098

### Junior Knowledge Engineer

**Functional Responsibility:** Develops and test software and hardware systems to support coordination and sharing of IT models and systems. Diagnoses and resolves hardware, software, firmware and network protocol problems. Develops simulation application interfaces to improve the utility of joint and service Modeling, Simulations & Analysis tools for training and operations, planning and execution purposes. Performs systems analysis of Modeling, Simulations & Analysis assessment tools and communications technologies having potential to support strategic, operational, and tactical collaboration requirements. Supports the testing of Modeling, Simulations & Analysis systems. Designs, develops, implements, technical products and systems that support the collaboration and sharing of information within the analysis community. Performs engineering design evaluations. Supports the collaborative environment within the CCs and across the analysis community. Develops IT architectures and systems to overcome challenges in knowledge sharing and knowledge attrition due to transformation, retirement, and downsizing. Performs a variety of tasks in designing and studying innovative computer systems that help CCs work together in small or large groups (e.g., "groupware", "computer-supported cooperative work", and "electronic markets"). Evaluates advances in technology to identify and recommend opportunities for effective information management in particular, intranets, groupware and other collaborative technologies that make it possible for more widespread sharing and collaborative use of information systems and models. Provides technical consultation in the area of advances in text retrieval systems; documents management and other hardware/software trends in knowledge management technologies. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks.

**Education/Experience:** Bachelor of Science degree from an accredited college or in Engineering or Computer Science with a minimum of two (2) years of task related experience.

### Knowledge Engineer

**Functional Responsibility:** Develops and test software and hardware systems to support coordination and sharing of IT models and systems. Diagnoses and resolves hardware, software, firmware and network protocol problems. Develops simulation application interfaces to improve the utility of joint and service Modeling, Simulations & Analysis tools for training and operations, planning and execution purposes. Performs systems analysis of Modeling, Simulations & Analysis assessment tools and communications technologies having potential to support strategic, operational, and tactical collaboration requirements. Supports the testing of Modeling, Simulations & Analysis systems. Designs, develops, implements, technical products and systems that support the collaboration and sharing of information within the analysis community. Performs engineering design evaluations. Supports the collaborative environment within the CCs and across the analysis community. Develops IT architectures and systems to overcome challenges in knowledge sharing and knowledge attrition due to transformation, retirement, and downsizing. Performs a variety of tasks in designing and studying innovative computer systems that help CCs work together in small or large groups (e.g., "groupware", "computer-supported cooperative work",



1040 University Blvd, Portsmouth, Suite 100, VA 23703 PH:  
(757) 391-9200 FAX: (757) 391-9098

and "electronic markets"). Evaluates advances in technology to identify and recommend opportunities for effective information management in particular, intranets, groupware and other collaborative technologies that make it possible for more widespread sharing and collaborative use of information systems and models. Provides technical support for new collaboration applications and hardware upgrades. Provides technical consultation in the area of advances in text retrieval systems; documents management and other hardware/software trends in knowledge management technologies. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks.

**Education/Experience:** Masters of Science degree from an accredited college or in Engineering or Computer Science with a minimum of three (3) years of task related experience. OR: Bachelor of Science in Engineering or Computer Science with a minimum of five (5) years of task related experience.

### **Senior Knowledge Engineer**

**Functional Responsibility:** Develops and test software and hardware systems to support coordination and sharing of IT models and systems. Diagnoses and resolves hardware, software, firmware and network protocol problems. Develops simulation application interfaces to improve the utility of joint and service Modeling, Simulations & Analysis tools for training and operations, planning and execution purposes. Performs systems analysis of MS&A assessment tools and communications technologies having potential to support strategic, operational, and tactical collaboration requirements. Supports the testing of Modeling, Simulations & Analysis systems. Designs, develops, implements, technical products and systems that support the collaboration and sharing of information within the analysis community. Performs engineering design evaluations. Supports the collaborative environment within the CCs and across the analysis community. Develops IT architectures and systems to overcome challenges in knowledge sharing and knowledge attrition due to transformation, retirement, and downsizing. Performs a variety of tasks in designing and studying innovative computer systems that help CCs work together in small or large groups (e.g., "groupware", "computer-supported cooperative work", and "electronic markets"). Evaluates advances in technology to identify and recommend opportunities for effective information management in particular, intranets, groupware and other collaborative technologies that make it possible for more widespread sharing and collaborative use of information systems and models. Provides technical consultation in the area of advances in text retrieval systems; documents management and other hardware/software trends in knowledge management technologies. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks.

**Education/Experience:** Masters of Science degree from an accredited college or in Engineering or Computer Science with a minimum of five (5) years of task related experience. OR: Bachelor of Science in Engineering or Computer Science with a minimum of eight (8) years of task related experience.



1040 University Blvd, Portsmouth, Suite 100, VA 23703 PH:  
(757) 391-9200 FAX: (757) 391-9098

## Analysis Assistant

**Functional Responsibility:** Leverages the efforts of other members of an analysis team, provides a broad spectrum of analysis support services. Services include supporting acquisition, conversion, and entry of data for models and analyses; output data reduction and formatting for presentation or inclusion in documentation; data management; facilitation of collaborative activities; and provision of expertise in data reduction techniques and tools.

**Education/Experience:** Bachelor of Science degree from an accredited college or university in a task order related area with a minimum of two (2) years of task related experience. OR: Associates degree in a task order related area with a minimum of four (4) years of task related experience.

## Information Assurance SME

### Functional Responsibility:

- Support Annual Security Reviews DoD Information Assurance Certification and Accreditation (DIACAP) process to certify, accredit and maintain the Authority to Operate (ATO) for the servers, stand-alone networks, and information systems
- Ensure compliance with all applicable DoD, Joint Staff, DISA and USCYBERCOM guidance or that deviations are documented, mitigated, and approved by the Government
- Ensure all managed systems are appropriately patched and configured
- Prepare documentation, test results, and accreditation artifacts to maintain accreditation
- Maintain an up-to-date IA status inside the Enterprise Mission Assurance Support Service (eMASS) application used by DoD to automate the DIACAP process
- Conduct vulnerability assessments of all networks, applications and operating systems and recommend corrective actions
- Upgrade operating systems and design systems enhancements as required
- Provide reports, briefings and analysis as required
- Participate in meetings and forums to ensure customer needs are met

**Education/Experience:** Bachelor's Degree in Computer Science or related field AND 5+ year's relevant experience. Must be IAM Level II or IAT Level III qualified per DoD Directive 8570.1. Microsoft Certified Professional (MCP) certification (or equivalent) for Operating System/Computing Environment (OS/CE) certification desired





1040 University Blvd, Portsmouth, Suite 100, VA 23703 PH:  
(757) 391-9200 FAX: (757) 391-9098

## Senior Software Engineer

**Functional Responsibility:** The Software Engineer/Developer works with the project team to determine software requirements and plans, designs, develops and implements customized software project solutions.

- Designs, implements, and modifies software applications following standard corporate software engineering processes.
- Updates, repairs, and modifies existing software programs.
- Tests software and evaluates and corrects software deficiencies.
- Participate in requirements analysis and definition, data analysis and modeling, design, configuration, development, and test activities.

**Education/Experience:** Bachelor's Degree in Computer Science/Information Technology or related field. Proficient in multiple programming and scripting languages to include the following: C#, VBScript, JavaScript, HTML, SOA, web services and XML using the ASP.NET platform (min. 5 yrs.' experience preferred). Familiar Microsoft Visual Studio .NET (minimum 5 yrs.' experience preferred). Experienced in database platforms including Microsoft SQL Server. Proficient in relational database concepts and implementation

## Senior Systems Administrator

### Functional Responsibility:

- Installs new software releases and system upgrades, evaluates and installs patches, and resolves software related problems
- Performs system backups and recovery
- Provides support to IT systems including day-to-day operations, monitoring and problem resolution for all of the client/server/storage/network devices, mobile devices, etc. Provides Tier 1 (Help Desk) and Tier 2 (Escalation) problem identification, diagnosis and resolution of problems. Provides weekly and monthly system status and trouble ticket reports
- Configures and manages UNIX and Windows operating systems and installs/loads operating system software, troubleshoots, maintains integrity and configures network components along with implementing operating systems enhancements to improve reliability and performance, updates configuration changes as the changes occur, performs system administration of tool integration
- Provide administrative support for the maintenance and documentation of the network, review and update the Standard Operating Procedures quarterly
- Attend various Information Technology meetings in support of Government and provide technical advice, reports and associated task support to the Government
- Relies on experience and judgment to optimize systems operations and resource utilization and perform network/system analysis and planning



1040 University Blvd, Portsmouth, Suite 100, VA 23703 PH:  
(757) 391-9200 FAX: (757) 391-9098

**Education/Experience:** Bachelor of Science in the field or related area and at least 5 years of relevant experience. Must have Security+ certification. Must have a Microsoft Certified Professional (MCP) certification (or equivalent) for Operating System/Computing Environment (OS/CE) certification.

### **Systems Administrator**

#### **Functional Responsibility:**

- Installs new software releases and system upgrades, evaluates and installs patches, and resolves software related problems
- Performs system backups and recovery
- Provides support to IT systems including day-to-day operations, monitoring and problem resolution for all of the client/server/storage/network devices, mobile devices, etc. Provides Tier 1 (Help Desk) and Tier 2 (Escalation) problem identification, diagnosis and resolution of problems. Provides weekly and monthly system status and trouble ticket reports
- Configures and manages UNIX and Windows operating systems and installs/loads operating system software, troubleshoots, maintains integrity and configures network components along with implementing operating systems enhancements to improve reliability and performance, updates configuration changes as the changes occur, performs system administration of tool integration
- Provide administrative support for the maintenance and documentation of the network, review and update the Standard Operating Procedures quarterly

**Education/Experience:** Bachelor of Science in the field or related area and 3-5 years of relevant experience. Must have Security+ certification. Must have a Microsoft Certified Professional (MCP) certification (or equivalent) for Operating System/Computing Environment (OS/CE) certification.



1040 University Blvd, Portsmouth, Suite 100, VA 23703 PH:  
(757) 391-9200 FAX: (757) 391-9098

**MYMIC, LLC Labor Rates**

SIN(s) PROPOSED	SERVICE PROPOSED (e.g. Job Title/Task)	MINIMUM EDUCATION/ CERTIFICATION LEVEL	MINIMUM YEARS OF EXPERIENCE	PRICE OFFERED TO GSA (including IFF)	QUANTITY/ VOLUME DISCOUNT
132-51	Program Manager	MS BS	7 15	\$ 125.18	N/A
132-51	Operational Research Analyst	MS BS	5 12	\$ 89.36	N/A
132-51	Senior Operational Research Analyst	MS BS	8 14	\$ 91.77	N/A
132-51	Junior Source Analyst	BS -	6 10	\$ 66.74	N/A
132-51	Source Analyst	BS	10	\$ 87.29	N/A
132-51	Senior Source Analyst	MS BS	0 15	\$ 98.81	N/A
132-51	Subject Matter Expert (SME)	PhD MS	0 25	\$ 98.97	N/A
132-51	Systems Engineer	MS BS	3 10	\$ 96.27	N/A
132-51	Junior Knowledge Engineer	BS	2	\$ 66.51	N/A
132-51	Knowledge Engineer	MS BS	3 5	\$ 82.65	N/A
132-51	Senior Knowledge	MS	5	\$ 97.68	N/A



1040 University Blvd, Portsmouth, Suite 100, VA 23703 PH:  
(757) 391-9200 FAX: (757) 391-9098

	<i>Engineer</i>	<i>BS</i>	<i>8</i>		
<i>132-51</i>	<i>Analysis Assistant</i>	<i>BS</i> <i>AS</i>	<i>2</i> <i>4</i>	<i>\$ 65.10</i>	<i>N/A</i>
<i>132-51</i>	<i>Information Assurance SME</i>	<i>BS</i>	<i>15</i>	<i>\$ 90.90</i>	<i>N/A</i>
<i>132-51</i>	<i>Senior Software Engineer</i>	<i>BS</i> <i>AS</i> <i>-</i>	<i>6</i> <i>8</i> <i>12</i>	<i>\$ 94.62</i>	<i>N/A</i>
<i>132-51</i>	<i>Senior Systems Administrator</i>	<i>BS</i>	<i>5</i>	<i>\$ 73.48</i>	<i>N/A</i>
<i>132-51</i>	<i>Systems Administrator</i>	<i>BS</i>	<i>3</i>	<i>\$ 71.35</i>	<i>N/A</i>



1040 University Blvd, Portsmouth, Suite 100, VA 23703 PH:  
(757) 391-9200 FAX: (757) 391-9098

## USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

### PREAMBLE

MYMIC, LLC provides commercial products and services to ordering activities. We are committed to promoting participation of certified 8a/Small Disadvantaged, Small, Women-Owned, Veteran and Service Disabled Veteran-Owned and Minority-Owned business businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

### COMMITMENT

To actively seek and partner with small businesses

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

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

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

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

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

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

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact Lorre Hoggard, Contract Manager (757) 391-9200 Fax: (757) 391-9098 e-mail [lorre.hoggard@mymic.net](mailto:lorre.hoggard@mymic.net)



1040 University Blvd, Portsmouth, Suite 100, VA 23703 PH: (757) 391-9200 FAX: (757) 391-9098

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

(Insert Customer Name)

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

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

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

Signatures

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

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

(CUSTOMER NAME)  
BLANKET PURCHASE AGREEMENT

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

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

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(2) Delivery:

DESTINATION DELIVERY SCHEDULES / DATES

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



1040 University Blvd, Portsmouth, Suite 100, VA 23703 PH: (757) 391-9200 FAX: (757) 391-9098

- (3) The ordering activity estimates, but does not guarantee, that the volume of purchases through this agreement will be \_\_\_\_\_.
- (4) This BPA does not obligate any funds.
- (5) This BPA expires on \_\_\_\_\_ or at the end of the contract period, whichever is earlier.
- (6) The following office(s) is hereby authorized to place orders under this BPA:

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

- (7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.
- (8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:
  - (a) Name of Contractor;
  - (b) Contract Number;
  - (c) BPA Number;
  - (d) Model Number or National Stock Number (NSN);
  - (e) Purchase Order Number;
  - (f) Date of Purchase;
  - (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
  - (h) Date of Shipment.
- (9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.
- (10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

\*\*\*\*\*



1040 University Blvd, Portsmouth, Suite 100, VA 23703 PH:  
(757) 391-9200 FAX: (757) 391-9098

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

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

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

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

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

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

Here is a general outline on how it works:

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