



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

**SIN 132-51 - INFORMATION TECHNOLOGY (IT) 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 D313 Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services
- FPDS Code D316 IT Network Management Services
- FPDS Code D317 Creation/Retrieval of IT Related Automated News Services, Data Services, or Other Information Services (All other information services belong under Schedule 76)
- FPDS Code D399 Other Information Technology Services, Not Elsewhere Classified

**SIN 70 500 - Order-Level Materials (OLMs)**

**All Special Item Numbers are approved under the Cooperative Purchasing and Disaster Recovery Programs**

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

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

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

***Applied Computing Technologies, Inc.***  
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Alexandria, VA. 22310-3281  
Telephone 703.891.4334, FAX 703.564.7617  
<http://www.actnow.com>

Contract Number - **47QTCA19D00DC**

Period Covered by Contract – **June 11, 2019 through June 10, 2024**

Business Size – **Service-Disabled, Veteran-Owned Small Business**

General Services Administration  
Federal Acquisition Service

***Pricelist current through Modification PO-0002  
Pricelist effective June 11, 2019***

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



**INFORMATION FOR ORDERING ACTIVITIES  
APPLICABLE TO ALL SPECIAL ITEM NUMBERS**

**SPECIAL NOTICE TO AGENCIES: Small Business Participation**

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

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

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

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

- 1a. Table of awarded special item number with appropriate cross-reference to item descriptions and awarded prices.  
*SIN 132-51 Information Technology Professional Services*  
*SIN 70 500 Order-Level Materials (OLMs)*
- 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. *See pricing for Special Item Number 132-51 on page 16*
2. Maximum order:  
*SIN 132-51: \$500,000*  
*SIN 70 500: \$100,000*
3. Minimum order: *\$100*
4. Geographic coverage (delivery area): *Domestic Delivery*
5. Point of production: *United States*
6. Discount from list prices or statement of net price: *Prices listed are net*



7. Quantity discounts: *None*
8. Prompt payment terms: *1% 20; Net 30 days*
- 9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold.
- 9b. Notification that Government purchase cards are accepted or not accepted above the micro-purchase threshold.
10. Foreign items: *Not Applicable*
- 11a. Time of delivery: *As Negotiated*
- 11b. Expedited Delivery: *Contact Contractor*
- 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: *Contact Contractor*
- 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 effect a faster delivery: *Contact Contractor*
12. F.O.B. point: *Destination*
- 13a. Ordering address:  

**Applied Computing Technologies, Inc.**  
**6361 Walker Lane, Suite 710**  
**Alexandria, VA. 22310-3281**  
**(703) 891-4334**
- 13b. 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.
14. Payment address:  

**Applied Computing Technologies, Inc.**  
**6361 Walker Lane, Suite 710**  
**Alexandria, VA. 22310-3281**  
**(703) 891-4334**
15. Warranty provision: *Not Applicable*
16. Export packing charges: *Not Applicable*
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): *Not Applicable*
18. Terms and conditions of rental, maintenance, and repair: *Not Applicable*



19. Terms and conditions of installation: *Not Applicable*
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices: *Not Applicable*
- 20a. Terms and conditions for any other services: *Not Applicable*
21. List of service and distribution points: *Not Applicable*
22. List of participating dealers: *Not Applicable*
23. Preventive maintenance: *Not Applicable*
- 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): *Not Applicable*
- 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: *877193441*
26. Notification regarding registration in the System for Award Management. *CAGE Code 1CLV2*



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



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

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

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

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

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

- (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
- (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

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

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

**6. INSPECTION OF SERVICES**

In accordance with FAR 52.212-4 CONTRACT TERMS AND CONDITIONS--COMMERCIAL ITEMS (MAR 2009) (DEVIATION I - FEB 2007) for Firm-Fixed Price orders and FAR 52.212-4 CONTRACT TERMS AND CONDITIONS  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.

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

## **11. INVOICES**

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

## **12. PAYMENTS**

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

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

## **13. RESUMES**

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

## **14. INCIDENTAL SUPPORT COSTS**

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

## **15. APPROVAL OF SUBCONTRACTS**

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

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

- 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.





## Labor Category Descriptions

### **Commercial Job Title: Technical Expert (TE)**

**Minimum/General Experience:** 5 years minimum experience.

**Functional Responsibility:** Provide expert, independent services and leadership in specialized technical areas for information technology systems. Provides expertise on an as-needed basis to all task assignments. Provides expert advice and assistance in state-of-the-art software/hardware. Coordinates with contractor management and Government personnel to ensure that the problem has been properly defined and that the solution will satisfy the Government's requirement.

**Minimum Education:** Bachelors' Degree or equivalent experience in a related field or Technical Certification in related Information Technologies, or Specific Industry Certification in customer specific proprietary Information System Technologies.

### **Commercial Job Title: Business Subject Matter Specialist (BSMS)**

**Minimum/General Experience:** Must have five years of computer experience in information systems design and management. At least three years of experience in analysis and design of business applications for complex large-scale or mid-tier computer systems, or LAN-based systems.

**Functional Responsibility:** Analyzes and develops computer software processing a wide range of capabilities, including numerous engineering, business, and records management duties. Develops plans for Automated Data Processing (ADP) systems from project inception to conclusion. Analyzes the problem and the information to be processed. Defines the problem, and develops system requirements and program specifications from which programmers prepare detailed flow charts, programs, and tests. Coordinates closely with programmers to ensure proper implementation of program and system specifications. Develops, in conjunction with functional users, system alternative solutions.

**Minimum Education:** Bachelors' Degree or equivalent experience in a related field or Technical Certification in related Information Technologies, or Specific Industry Certification in customer specific proprietary Information System Technologies.



**Commercial Job Title: Automated Information Systems Specialist (AIS)**

**Minimum/General Experience:** Must have at least five years' progressive experience in IS/ADP systems analysis with three years intensive and progressive specific experience in the specialty.

**Functional Responsibility:** Determines feasible hardware alternatives in client server environments. Reviews computer systems in terms of capabilities and makes recommendations for improved utilization. Prepares or directs preparation of reports concerning hardware. Prepares or participates in preparing functional requirements and specifications for hardware acquisitions.

**Minimum Education:** Bachelors' Degree or equivalent experience in a related field or, Technical Certification in related Information Technologies.

**Commercial Job Title: Project Manager (PM)**

**Minimum/General Experience:** Seven years of general experience including five years of specialized experience of which two years were direct supervisory experience.

**Functional Responsibility:** Monitors each task, and keeps the Program Manager abreast of all problems and accomplishments. Anticipates problems, and works to mitigate the anticipated problems. As a team or project leader, provides technical direction for the complete systems development effort. May serve as a technical authority for a design area. As a staff specialist or consultant, resolves unique and unyielding systems problems using new technology. Can complete tasks within estimated time frames and budget constraints. Schedules and assigns duties to subordinates. Interacts with government management personnel. Reports in writing and orally to contractor management and government representatives, including the government contracting officer.

**Minimum Education:** Bachelors' Degree or equivalent experience in a related field.

Commercial Job Title: **Information Engineer (IE)**

**Minimum/General Experience:** A minimum of five years' experience, of which at least two years must be specialized in information systems development, functional and data requirements analysis, systems analysis and design, programming, program design and documentation preparation. The following experience is also required: two years' experience in the implementation of information engineering projects and experience in systems analysis; design and programming using CASE and IE tools and methods. Two years business/functional experience is desirable, to support the business modeling activities. Must demonstrate the ability to work independently or under only general direction.

**Functional Responsibility:** Applies a business-wide set of disciplines for the planning, analysis, design and construction of information systems on a business-wide basis or across a major sector of the business. Performs business strategic systems planning, information planning, business and analysis. Performs process and data modeling in support of the planning and analysis efforts using both manual and automated tools; such as Integrated Computer Aided Software Engineering (I-CASE) tools. Applies reverse engineering and reengineering disciplines to develop migration strategic and planning documents. Provides technical guidance in software engineering techniques and automated support tools.

**Minimum Education:** Bachelors' Degree or equivalent experience in a related field.



**Commercial Job Title: SR Information Engineer (SIE)**

**Minimum/General Experience:** Must have at least eight years' experience, of which at least five must be specialized in information systems development, functional and data requirements analysis, systems analysis and design, programming, program design and documentation preparation. The following experience is also required: demonstrated experience in the implementation of information engineering projects; systems analysis, design and programming using CASE and IE tools and methods and three to five years of business or functional experience. Must demonstrate the ability to work independently or under only general direction.

**Functional Responsibility:** Applies business process improvement practices to reengineer methodologies/principles and business process modernization projects. Applies, as appropriate, activity and data modeling, transaction flow analysis, internal control and risk analysis and modern business methods and performance measurement techniques. Assist in establishing standards for information systems procedures. Develops and applies organization-wide information models for use in designing and building integrated, shared software and database management systems. Constructs sound, logical business improvement opportunities consistent with the CIM guiding principles, cost savings, and open system architecture objectives. Provides daily supervision and direction to staff.

**Minimum Education:** Bachelors' Degree or equivalent experience in a related field or, technical certification in related Information Technologies, or specific industry certification in customer specific proprietary Information System Technologies.

**Commercial Job Title: Senior Computer System Analyst (SCSA)**

**Minimum/General Experience:** Eight years of computer experience working independently or under general direction on complex application problems involving all phases of systems analysis. At least five years' experience in analysis and design of business applications for complex, large-scale or mid-tier computer systems, or LAN-based systems.

**Functional Responsibility:** Provides technical and administrative direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards and for progress in accordance with schedules.

**Minimum Education:** Bachelors' Degree or equivalent experience in a related field.

**Commercial Job Title: Senior Analyst/ Programmer (SAP)**

**Minimum/General Experience:** Ten years' experience in information systems development, functional and data requirements analysis, systems analysis and design, programming, program design and documentation preparation. A minimum of five years' experience is required in the following: demonstrated experience in managing the implementation of information engineering projects and experience in systems analysis, design and programming using CASE and IE tools and methods. Proven managerial and supervisory skills. Demonstrated exceptional written and oral communications skills, including giving formal presentations to different audiences. Must demonstrate the ability to work independently or under only general direction.



**Functional Responsibility:** Applies an enterprise-wide set of disciplines for the planning, analysis, design and construction of information systems on an enterprise-wide basis or across a major sector of the enterprise. Develops analytical and computational techniques and methodology for problem solutions. Performs enterprise-wide strategic systems planning, business information planning, business and analysis. Performs process and data modeling in support of the planning and analysis efforts using both manual and automated tools; such as Integrated Computer Aided Software Engineering (I-CASE) tools. Applies reverse engineering and re-engineering disciplines to develop migration strategic and planning documents. Provides technical guidance in software engineering techniques and automated support tools.

**Minimum Education:** Bachelors' Degree or equivalent experience in a related field.

**Commercial Job Title:** **Computer Systems Analyst (CSA)**

**Minimum/General Experience:** Five years of computer experience in information systems design and management. At least three years of experience in analysis and design of business applications for complex large-scale or mid-tier computer systems, or LAN-based systems.

**Functional Responsibility:** Analyzes and develops computer software processing a wide range of capabilities, including numerous engineering, business, and records management duties. Develops plans for Automated Data Processing (ADP) systems from project inception to conclusion. Analyzes the problem and the information to be processed. Defines the problem, and develops system requirements and program specifications from which programmers prepare detailed flow charts, programs, and tests. Coordinates closely with programmers to ensure proper implementation of program and system specifications. Develops, in conjunction with functional users, system alternative solutions.

**Minimum Education:** Bachelors' Degree or equivalent experience in a related field.

**Commercial Job Title:** **Computer Programmer (CP)**

**Minimum/General Experience:** Three years' experience in the computer-programming field.

**Functional Responsibility:** Performs assigned portions of design, programming, and documentation, for IS/ADP systems. Participates in all phases of software development with emphasis on the programming, testing, documentation, and acceptance phases. Designs and prepares technical reports and related documentation, and makes charts and graphs to record results.

**Minimum Education:** Bachelors' Degree or equivalent experience in a related field.

**Commercial Job Title:** **System Engineer (SE)**

**Minimum/General Experience:** Five years of general programming experience, including three (3) years of specialized experience.

**Functional Responsibility:** Utilizes systems analysis methods, techniques and procedures to design and develop computer systems according to user requirements. Develops overall solution focusing on all aspects of hardware, software, telecommunications and networks. Focuses on architectures for system interoperability, portability and scalability.

**Minimum Education:** Bachelors' Degree or equivalent experience in a related field.



**Commercial Job Title: Senior Computer Specialist (SCS)**

**Minimum/General Experience:** Experience qualifications will be determined on a case-by-case basis. Generally the Senior Computer Specialist(s) shall have at least eight (8) years of experience in planning, analyzing, developing, and evaluating computer concepts and capabilities.

**Functional Responsibility:** Provides project/task leadership for the type of tasks defined in the statement of work. Provides senior computer related services and support in legacy as well as state-of-the-art hardware and software solutions.

**Minimum Education:** A Bachelor's Degree from an accredited institution in a scientific/technical or related discipline is desired or must have equivalent experience.

**Commercial Job Title: Computer Specialist**

**Minimum/General Experience:** Computer Specialist(s) shall have at least five (5) years of progressive experience in planning, analyzing, developing, and evaluating computer concepts and capabilities.

**Functional Responsibility:** Provides computer related services and support in legacy as well as state-of-the-art hardware and software solutions.

**Minimum Education:** A Bachelor's Degree from an accredited institution in a scientific/technical or related discipline is desired or must have equivalent experience.

**Commercial Job Title: Junior Computer Specialist**

**Minimum/General Experience:** Junior Computer Specialist(s) shall have at least two (2) years of experience in computer concepts and capabilities.

**Functional Responsibility:** Provides entry level computer related services and support in legacy as well as state-of-the-art hardware and software solutions.

**Minimum Education:** A Bachelor's Degree an accredited institution or equivalent experience in a related field.



**Commercial Job Title: Senior Communications Specialist (SComS)**

**Minimum/General Experience:** The Senior Communications Specialist(s) shall have at least eight (8) years of progressive experience in planning, analyzing, developing, and evaluating telecommunications concepts and capabilities.

**Functional Responsibility:** Provides project/task leadership capacity for type of tasks defined in the Statement of Work. Provides technical and administrative direction for personnel performing communications related tasks, including the review of work products for correctness, adherence to the design concept and to user standards and for progress in accordance with schedules.

**Minimum Education:** A Bachelor's Degree from an accredited institution in a scientific/technical or related discipline is desired or must have equivalent experience.

**Commercial Job Title: Communications Specialist (ComS)**

**Minimum/General Experience:** Communications Specialist(s) shall have at least five (5) years of progressive experience in planning, analyzing, developing, and evaluating telecommunications concepts and capabilities.

**Functional Responsibility:** Provides technical assistance in communications related tasks, including the review of work products for correctness, adherence to the design concept and to user standards and for progress in accordance with schedules.

**Minimum Education:** A Bachelor's Degree from an accredited institution in a scientific/technical discipline is desired or must have equivalent experience.

**Commercial Job Title: Junior Communications Specialist (JComS)**

**Minimum/General Experience:** The Junior Communications Specialist(s) shall have at least two (2) years of experience in communications concepts and capabilities.

**Functional Responsibility:** Provides entry-level technical assistance in communications related tasks.

**Minimum Education:** A Bachelor's Degree an accredited institution or equivalent experience in a related field or Technical Certification in related Information Technologies.



**Commercial Job Title: Senior Certified Network Engineer (SCNE)**

**Minimum/General Experience:** The Senior Certified Network Engineer(s) shall have at least five (5) years experience with analyzing network and computer communications hardware characteristics and recommending equipment procurement, removals and modifications. Experience should include project/task leadership capacity to demonstrate leadership ability for the type of tasks defined in the statement of work.

**Functional Responsibility:** Adds, deletes, and modifies, as required, host, terminal, and network devices. Coordinates with communications network specialists in the area of communication software. Analyzes and implements communications standards and protocols according to site requirements.

**Minimum Education:** A Bachelor's Degree from an accredited institution in a scientific/technical or related discipline is desired or must have equivalent experience.

**Commercial Job Title: Certified Network Engineer (CNE)**

**Minimum/General Experience:** The Certified Network Engineer(s) shall have at least three (3) years experience with analyzing network and computer communications hardware characteristics and recommending equipment procurement, removals and modifications.

**Functional Responsibility:** Adds, deletes, and modifies, as required, host, terminal, and network devices. Coordinates with communications network specialists in the area of communication software. Analyzes and implements communications standards and protocols according to site requirements.

**Minimum Education:** A Bachelor's Degree from an accredited institution in a scientific/technical or related discipline is desired or must have equivalent experience.

**Commercial Job Title: Applications Developer**

**Minimum/General Experience:** 6 years of experience.

**Functional Responsibility:** Designs, develops, enhances, debugs, and implements software. Troubleshoots production problems related to software applications. Researches, tests, builds, and coordinates the conversion and/or integration of new products based on client requirements. Designs and develops new software products or major enhancements to existing software. Evaluates effectiveness. Addresses problems of systems integration, compatibility, and multiple platforms. Consults with project teams and end users to identify application requirements. Performs feasibility analysis on potential future projects to management. Assists in the evaluation and recommendation of application software packages, application integration and testing tools. Resolves problems with software and responds to suggestions for improvements and enhancements. Acts as team leader on projects. Instructs, assigns, directs, and checks the work of others on the development team. Participates in development of software user manuals and technical reports.

**Minimum Education:** Master's Degree.



**Commercial Job Title: Applications Systems Analyst III**

**Minimum/General Experience:** 6 years of experience.

**Functional Responsibility:** Formulates or defines system scope and objectives for information technology systems. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operating time, and form of desired results. Prepares detailed specifications for programs. Assists in the design, development, testing, implementation, and documentation of new software and enhancements of existing applications. Works with project managers, developers, and end users to ensure application designs meet business requirements. Formulates/defines specifications for complex operating software programming applications or modifies/maintains complex existing applications using engineering releases and utilities from the manufacturer. Designs, codes, tests, debugs and documents those programs. Provides overall operating system, such as sophisticated file maintenance routines, large telecommunications networks, computer accounting, and advanced mathematical/scientific software packages. Assists all phases of software systems programming applications. Evaluates new and existing software products. Prepares cost-benefit and return-on-investment analyses to help management decide whether implementing the proposed system will be financially feasible.

**Minimum Education:** Master's Degree.

**Commercial Job Title: Database Management Specialist (Senior) – O&M**

**Minimum/General Experience:** 5 years of experience.

**Functional Responsibility:** Under general direction, designs, implements and engineers complex enterprise databases using Oracle and associative enterprise applications and middleware. Includes overall monitoring of standards and procedures and integration of systems through database design. Competent to work at the highest level of all phases of database management.

**Minimum Education:** Bachelor's Degree.

**Commercial Job Title: Database Management Specialist (Senior) - Development**

**Minimum/General Experience:** 5 years of experience.

**Functional Responsibility:** Provides database administration support for customer enterprise database environment; manages complex Oracle replication jobs across the distributed systems; analyzes database related issues and provides accurate and rapid resolution; evaluates all systems for enhancements provided by developers and assesses impacts on system functions and the operational environment; provides expertise and advice on the day-to-day function of the production and test environments; acts as the liaison between the operational database administration and developmental database teams.

**Minimum Education:** Bachelor's Degree.





**Commercial Job Title: Functional Analyst**

**Minimum/General Experience:** 5 years of experience.

**Functional Responsibility:** Analyzes user needs to determine functional and cross-functional requirements for information technology systems. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task. Performs functional analysis to identify required tasks and their interrelationships. Possesses expert knowledge and experience in the requirements and integration. Works with engineers on systems integration. Provides daily supervision and direction to support staff.

**Minimum Education:** Bachelor's Degree.

**Commercial Job Title: Information Engineer (Principal)**

**Minimum/General Experience:** 5 years of experience.

**Functional Responsibility:** Applies an enterprise-wide set of disciplines for the planning, analysis, design and construction of information systems on an enterprise-wide basis or across a major sector of the enterprise. Develops analytical and computational techniques and methodology for problem solutions. Performs enterprise wide strategic systems planning, business information planning, business and analysis. Performs process and data modeling in support of the planning and analysis efforts using both manual and automated tools; such as Integrated Computer-Aided Software Engineering (I-CASE) tools. Applies reverse engineering and re-engineering disciplines to develop migration strategic and planning documents. Has experience with such methodologies as IDEF 0 process modeling and IDEF 1x data modeling. Provides technical guidance in software engineering techniques and automated support tools.

**Minimum Education:** Bachelor's Degree.

**Commercial Job Title: Information Technology Consultant**

**Minimum/General Experience:** 6 years of experience.

**Functional Responsibility:** The incumbent has a varying level of responsibility for support information technology-based systems primarily in the areas of applications software, multimedia, database resources, and network support, but may include a moderate degree of hardware consultation and support. Positions in this classification will have responsibility for supporting administrative departments, needs, using available information technologies and resources. The Information Technology Consultant typically has a broad knowledge of multiple software and instructional/media technology applications, database systems and sources, and equipment types, but is not usually involved in design and systems analysis on an ongoing basis, which would require an in-depth knowledge of engineering or programming techniques. Provides consultative support to customers to enhance the use and access of technology and information systems.

**Minimum Education:** Master's Degree.



**Commercial Job Title: IT Security Specialist**

**Minimum/General Experience:** 5 years of experience.

**Functional Responsibility:** Provides support to plan, coordinate, and implement the organization's information security. Provides support for facilitating and helping agencies identify their current security infrastructure and define future programs, design and implementation of security related to IT systems. Oversees the efforts of security staff to design, develop, engineer and implement solutions to security requirements. Responsible for the implementation and development of the DHS IT security. Gathers and organizes technical information about an organization's mission goals and needs, existing security products, and ongoing programs in the MLS arena. Performs risk analyses which also includes risk assessment. Provides support to plan, coordinate, and implement the organization's information security. Provides support for facilitating and helping agencies identify their current security infrastructure and define future programs, design and implementation of security related to IT systems. A working knowledge of several of the following areas is required: understanding of business security practices and procedures; knowledge of current security tools available; hardware/software security implementation; different communication protocols; encryption techniques/tools; familiarity with commercial products, and current Internet/EC technology. Ability to serve as Information System Security Officer. Provides daily supervision and direction to staff.

**Minimum Education:** Bachelor's Degree.

**Commercial Job Title: Program Manager III**

**Minimum/General Experience:** 6 years of experience.

**Functional Responsibility:** Organizes, directs, and manages contract operation support functions, involving multiple, complex and inter-related project tasks for information technology systems. Manages teams of contract support personnel at multiple locations. Maintains and manages the client interface at the senior levels of the client organization. Meets with customer and contractor personnel to formulate and review task plans and deliverable items. Ensures conformance with program task schedules and costs. Establishes and maintains technical and financial reports to show progress of projects to management and customers, organizes and delegates responsibilities to subordinates and oversees the successful completion of all assigned tasks.

**Minimum Education:** Master's Degree.

**Commercial Job Title: Project Manager - TS**

**Minimum/General Experience:** 6 years of experience.

**Functional Responsibility:** Responsible for management of complex programs. Directs the performance of a variety of related projects. Oversees the implementation and deployment of information technology solutions. Provides guidance and direction to integrated teams. Accountable for results to customers and company principals. Must be Project Management Professional (PMP) certified.

**Minimum Education:** Master's Degree.



**Commercial Job Title: Quality Assurance Specialist III**

**Minimum/General Experience:** 6 years of experience.

**Functional Responsibility:** Develops and implements quality control methodologies to ensure compliance with quality assurance standards, guidelines, and procedures in a large computer-based organization. Develops and defines major and minor characteristics of quality including quality metrics and scoring parameters and determines requisite quality control resources. Establishes and maintains a process for evaluating hardware, software, and associated documentation and/or assists in the evaluation. Conducts and/or participates in formal and informal reviews at pre-determined points throughout the development life cycle.

**Minimum Education:** Master's Degree.

**Commercial Job Title: Solutions Architect III**

**Minimum/General Experience:** 6 years of experience.

**Functional Responsibility:** Assesses business objectives, conducts gap analysis of existing versus needed capability, and identifies business requirements. Evaluates business requirements to identify potential software, hardware, and system architectures can be employed to meet business objectives. Develops potential technical solutions to meet business needs and supports analysis of alternatives for best fit. Evaluates technical trends and provides recommendations for information technology and information technology architecture to meet business objectives. Performs research on emerging technologies to support proof-of-concept (POC) capabilities and identify future solutions for the organization.

**Minimum Education:** Master's Degree.

**Commercial Job Title: System Analyst Programmer - Master**

**Minimum/General Experience:** 5 years of experience.

**Functional Responsibility:** Administer production servers in an enterprise environment; train staff in complex topics; interacts with senior management; analyzes system/application issues and provides accurate and rapid resolution; evaluates all systems for enhancements provided by developers and assesses impacts on system functions and the operational environment; provides expertise and advice on the day-to-day function of the production environment. This position requires experience with Application and/or OS support in Windows and Linux Red Hat environments, and Service Oriented Architecture (SOA).

**Minimum Education:** Associate's Degree.



**Commercial Job Title: System Analyst Programmer - Senior**

**Minimum/General Experience:** 5 years of experience.

**Functional Responsibility:** Administer production servers in an enterprise information technology environment; train staff in complex topics; interacts with senior management; analyzes system/application issues and provides accurate and rapid resolution; evaluates all systems for enhancements provided by developers and assesses impacts on system functions and the operational environment; provides expertise and advice on the day-to-day function of the production environment. This position requires experience with Applications and/or OS support in Windows and Linux Red Hat.

**Minimum Education:** Associate's Degree.

**Commercial Job Title: System Analyst Programmer (Linux RedHat)\***

**Minimum/General Experience:** 5 years of experience.

**Functional Responsibility:** Working under the general supervision of the team lead for information technology systems. The System Analyst programmer will administer production servers and disk storage in an enterprise environment, train staff in complex topics, interact with senior management; and schedule weekend on-call functions. This position requires experience with Applications support in a Linux – Red Hat environment..

**Minimum Education:** Associate's Degree.

**Commercial Job Title: Systems Architect**

**Minimum/General Experience:** 6 years of experience.

**Functional Responsibility:** Establishes system information technology requirements in the development of enterprise-wide or large-scale information systems. Designs architecture to include the software, hardware, security and communications to support the total requirements as well as provide for present and future cross-functional requirements and interfaces. Ensures these systems are compatible and in compliance with the standards for agency enterprise architecture, and profiles of standards as they apply to the implementation and specific to the solution for the platform, integration with other systems, and the external interfaces. Ensures that the common operating environment is compliant. Evaluates analytically and systematically problems of work flows, organization and planning and develops appropriate corrective action.

**Minimum Education:** Master's Degree.



**Commercial Job Title: Systems Architect - IBM**

**Minimum/General Experience:** 5 years of experience.

**Functional Responsibility:** Establishes system information requirements using analysis of the information engineer(s) in the development of enterprise-wide or large-scale information systems. Designs architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross-functional requirements and interfaces. Ensures these systems are compatible and in compliance with the standards for agency IT architectures, and profiles of standards as they apply to the implementation and specific to the solution for the platform, integration with other systems, and the external interfaces. Ensures that the common operating environment is compliant. Evaluates analytically and systematically problems of work flows, organization and planning and develops appropriate corrective action. Provides daily supervision and direction to staff.

**Minimum Education:** Bachelor's Degree.

**Commercial Job Title: Systems Engineer (Senior)**

**Minimum/General Experience:** 5 years of experience.

**Functional Responsibility:** Analyzes functional business requirements and design specifications for functional activities. Should provide identification/fixing for the problems within existing systems design/implementation of new telecommunications systems, enhances the existing systems and participates in analysis, design and new construction of next generation Telecommunication IT systems. Responsible for understanding the needs of the customers and the realities of commercially available IT products, and creating requirements that will allow implementation into the enterprise architecture. Activities include operating system architecture integration. May require experience of system engineering in telecommunications concepts. Position may be referred to as Enterprise Architect, Geospatial Engineer (Senior), Computer Security Engineer (Senior).

**Minimum Education:** Bachelor's Degree.



**Commercial Job Title: SME II - HR/Org Management**

**Minimum/General Experience:** 6 years of experience.

**Functional Responsibility:** Provides expert advice and consultation as it relates to Human Resource matters within the Office of the Chief Information Office (OCIO) and as it relates to other IT Programs within the customer organization. Initiates information studies as required by senior managers, to update requirements not available in existing information technology systems. Provide support for obtaining, evaluating and analyzing workforce information; includes making relevant HR recommendations to leaders, managers and other level of professionals within the OCIO.

Performs continuous monitoring of OCIO human resource needs. Determines the type and degree of issues and analyze relevant information such as employment, annual recruitment strategies. Interacts and confers with employees and managers; conducts interviews; gathers and organizes necessary information. Through alternative analysis, compilation, and review of all gathered information, builds and creates methods, procedures and solutions to resolve issues and problems; Presents recommendations to management. Confer with personnel concerns to ensure successful functioning of newly implemented human resources systems or procedures. Interpret and apply human resource principles, concepts, regulations and practices related to position management, and applying those principles and guidelines to solve OCIO position management problems. Document findings of study and prepare recommendations for implementation of new systems, procedures, and organizational changes. Responds to OPM, DHS and customer Data Calls on human resources management activities. Interpret and administer many complicated governmental rules and regulations, from equal opportunity requirements to labor union issues. Aids OCIO Leadership in Job Announcements, Position Descriptions, Knowledge, Skills and Abilities (KSAs) crediting plans development. Prepare written materials, charts and graphs on specialized HR techniques for presentation by the Division Director and CIO. Responsible for overseeing quality assurance of HR research performed by others.

Also provides subject matter expertise for planning, coordinating, implementing and evaluating all activities in accordance with the Development of Workforce Strategies project; reports to the Division Director, Executive Director, and CIO. I am responsible for working closely with the Executive Director and staff, with all project stakeholders, EBU, OCCHCO, OCFO, and other government officials.

**Minimum Education:** Master's Degree.

**Commercial Job Title: Technical Writer/Editor**

**Minimum/General Experience:** 5 years of experience.

**Functional Responsibility:** For information technology systems gathers, analyzes, translates and composes technical information into clear, readable documents to be used by technical and non-technical personnel. Composes technical documents including, user's manuals, training materials, installation guides, proposals, and reports. Edits functional descriptions, system specifications, user's manuals, special reports, or any other customer deliverables and documents. Conducts research and ensures the use of proper technical terminology.

**Minimum Education:** Bachelor's Degree.



**Equivalency Matrix**

Minimum Mandatory Education	Equivalent Education and Experience	
	Acquired Degree	Minimum Experience
Associates' Degree	HS/GED	+2
	Bachelor	-2
	Master	None
	Doctorate	None
Bachelors' Degree	HS/GED	+6
	Associate	+3
	Master	-3
	Doctorate	-6
Masters' Degree	HS/GED	+15
	Associate	+10
	Bachelor	+5
	Doctorate	-3



**SIN 132-51**

The rate information provided represents the GSA rates with the negotiated 1.9% increase for the respective labor categories available to any Ordering Agency for contract work performed under SIN 132-51 by Applied Computing Technologies, Inc.

SIN	Labor Category	June 11, 2019 - June 10, 2020	June 11, 2020 - June 10, 2021	June 11, 2021 - June 10, 2022	June 11, 2022 - June 10, 2023	June 11, 2023 - June 10, 2024
132-51	Applications Developer	\$117.36	\$119.70	\$122.10	\$124.54	\$127.03
132-51	Applications Systems Analyst III	\$116.32	\$118.64	\$121.02	\$123.44	\$125.90
132-51	Database Management Specialist (Senior) - Development	\$130.05	\$132.65	\$135.30	\$138.01	\$140.77
132-51	Database Management Specialist (Senior) – O&M	\$118.88	\$121.25	\$123.68	\$126.15	\$128.68
132-51	Functional Analyst	\$164.44	\$167.73	\$171.09	\$174.51	\$178.00
132-51	Information Engineer (Principal)	\$137.73	\$140.48	\$143.29	\$146.16	\$149.08
132-51	Information Technology Consultant	\$162.67	\$165.92	\$169.24	\$172.62	\$176.08
132-51	IT Security Specialist	\$146.55	\$149.48	\$152.47	\$155.52	\$158.63
132-51	Program Manager III	\$160.08	\$163.28	\$166.54	\$169.87	\$173.27
132-51	Project Manager - TS	\$144.71	\$147.61	\$150.56	\$153.57	\$156.64
132-51	Quality Assurance Specialist III	\$106.38	\$108.51	\$110.68	\$112.89	\$115.15
132-51	SME II - HR/Org Management	\$167.26	\$170.60	\$174.02	\$177.50	\$181.05
132-51	Solutions Architect III	\$145.41	\$148.32	\$151.28	\$154.31	\$157.39
132-51	System Analyst Programmer - Master	\$113.09	\$115.36	\$117.66	\$120.02	\$122.42
132-51	System Analyst Programmer - Senior	\$97.11	\$99.05	\$101.03	\$103.05	\$105.11
132-51	System Analyst Programmer (Linux RedHat)*	\$113.09	\$115.36	\$117.66	\$120.02	\$122.42
132-51	Systems Architect	\$180.92	\$184.53	\$188.23	\$191.99	\$195.83
132-51	Systems Architect - IBM	\$108.89	\$111.07	\$113.29	\$115.56	\$117.87
132-51	Systems Engineer (Senior)	\$136.34	\$139.07	\$141.85	\$144.69	\$147.58
132-51	Technical Writer/Editor	\$71.85	\$73.29	\$74.76	\$76.25	\$77.78
132-51	Automated information Specialist	\$66.22	\$67.54	\$68.89	\$70.27	\$71.67
132-51	Business Subject Matter Specialist	\$77.14	\$78.68	\$80.25	\$81.86	\$83.49
132-51	Certified Network Engineer	\$86.96	\$88.70	\$90.48	\$92.29	\$94.13
132-51	Communications Specialist	\$86.96	\$88.70	\$90.48	\$92.29	\$94.13
132-51	Computer Programmer	\$68.91	\$70.29	\$71.69	\$73.13	\$74.59
132-51	Computer Specialist	\$67.56	\$68.91	\$70.29	\$71.69	\$73.13
132-51	Computer Systems Analyst	\$97.54	\$99.50	\$101.49	\$103.52	\$105.59
132-51	Information Engineer	\$134.05	\$136.73	\$139.47	\$142.25	\$145.10
132-51	Junior Communications Specialist	\$57.83	\$58.99	\$60.17	\$61.37	\$62.60
132-51	Junior Computer Specialist	\$61.08	\$62.30	\$63.54	\$64.81	\$66.11
132-51	Project Manager	\$134.05	\$136.73	\$139.47	\$142.25	\$145.10
132-51	Senior Analyst Programmer	\$163.42	\$166.68	\$170.02	\$173.42	\$176.89
132-51	Senior Certified Network Engineer	\$106.36	\$108.48	\$110.65	\$112.87	\$115.12
132-51	Senior Communications Specialist	\$106.36	\$108.48	\$110.65	\$112.87	\$115.12
132-51	Senior Computer Specialist	\$106.36	\$108.48	\$110.65	\$112.87	\$115.12
132-51	Senior Computer System Analyst	\$115.89	\$118.21	\$120.57	\$122.98	\$125.44
132-51	SR Information Engineer	\$147.35	\$150.30	\$153.31	\$156.37	\$159.50





<b>SIN</b>	<b>Labor Category</b>	<b>June 11, 2019 - June 10, 2020</b>	<b>June 11, 2020 - June 10, 2021</b>	<b>June 11, 2021 - June 10, 2022</b>	<b>June 11, 2022 - June 10, 2023</b>	<b>June 11, 2023 - June 10, 2024</b>
132-51	System Engineer	\$122.40	\$124.85	\$127.34	\$129.89	\$132.49
132-51	Technical Expert	\$102.79	\$104.85	\$106.94	\$109.08	\$111.26