

**Multiple-Award Contracts for IT Consultant  
Information and Guidance for Contract Use  
Contract Numbers 0708 through 2208**

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**TO USE IT CONSULTANT CONTRACTS:**

1. These are time and material contracts (labor and travel), not fixed price for delivery of specific products or services. Establish expectations and statement of work accordingly. Not all vendors bid on all seven service categories. You may only order service categories for which a company bid under this contract, as detailed in the table below.
2. Review service categories below, including experience and qualifications, and review individual contracts (click [VIEW CONTRACTS](#) link above, then contractor name). Proceed if contract matches needs.
3. Develop a statement of work (SOW), including the preferred skills and experience for the IT consultant, specific project tasks, responsibilities of the contractor and VT, anticipated start date and timeline (state that the timeline is an estimate only, not a fixed period of performance), performance location as onsite at Virginia Tech campus or offsite at vendor/consultant location, and any onsite meeting requirements. This SOW can include an end goal for the project involved, but not as a requirement for the contractor to complete at a set time, since these are time and material contracts.

REQUIREMENT -- All Information Technology projects at Virginia Tech require the project manager to follow an established project management standard. The Virginia Tech IT project management standard is accessible at <http://www.itplanning.org.vt.edu/pm/>.

For more information, contact Greg Kroll.

4. Review individual contracts (Contracts link above, then contractor name). Use this information to determine which company or companies might provide personnel with your desired experience and qualifications. Realize that the personnel from the contract resumes may not be available for your timeline, and others not included in the contract may now be available.
5. Contact one or more companies of interest and request current information. Send the contractor your statement of work and ask that they send you resumes of personnel that match your desired experience and qualifications, that are available during your timeline, and that can meet your on-site requirements, if any.
6. If you'd like to speak with a potential IT consultant as part of your decision process, ask the company for current phone/email for that person. You may not then contract directly with those individuals outside the contract. You may contact references in the contracts if desired.
7. Evaluate company information and determine the best match for your requirements.
8. Confirm funding source approval and department support for use of preferred IT consultant and company.
9. Contact the company you select as best fit.
  - a. Ask the company to confirm that your chosen IT consultant is still available during your timeline and ask them to hold that individual's schedule open for your project. If the available timeline is different than what is in your statement of work (SOW), revise the SOW immediately to include the new timeline and email to the company.
  - b. Ask the company what their procedure is for adjusting the timeline once work begins (shorter or longer) if desired or needed so your project can continue uninterrupted.
  - c. Ask the company to email you a quote referencing your statement of work (revised version if applicable), naming the individual you chose, and stating the agreed upon timeline that individual will be available. Quoted hourly rates may be equal or lower than contract rates, but not higher.

- d. State that your funding is confirmed, you will begin the purchase process as soon as you receive their quote, and the company cannot begin work until they receive our purchase order.
10. Submit a requisition in HokieMart as a non-catalog order, with the following attachments:
    - a. quote from contract company
    - b. statement of work as described above
    - c. name and contact information for Virginia Tech project manager/leader for this project
    - d. resume of selected individual
  11. Receive purchase order from Computer Purchasing and then contact the company to begin work.

IF YOU HAVE QUESTIONS ABOUT USING THESE CONTRACTS, PLEASE CONTACT NANCY STERLING AT [NANCY.STERLING@VT.EDU](mailto:NANCY.STERLING@VT.EDU) OR 540-231-9517.

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## **SERVICE CATEGORIES AND RANGE OF HOURLY RATES:**

### **1) Embedded Systems Software Architect**

EXPERIENCE – 5-10 years experience with the following:

- software requirements definition and documentation;
- software development environment selection and specification;
- analysis and selection of target hardware platforms;
- software architecture design for mobile system application;
- PDA / mobile systems application development;
- automotive display application development;
- vehicle data network (CAN, OBDII, SAE J1939, SAE J1850) interface development,
- software application deployment and testing;
- human factors analysis and design.

#### **QUALIFICATIONS**

- 5-10 years C/C++ or equivalent object oriented programming experience;
- Linux / Windows CE, Windows Mobile, etc. experience;
- Embedded systems integration and development;
- Graphical user interface development;
- Documentation development and maintenance experience;
- Software requirements definition experience.

HOURLY RATES - \$79 to \$175

### **2) Embedded Systems Software Developer**

EXPERIENCE – 2-5 years experience with the following:

- mobile system application development;
- automotive display application development;
- embedded systems software development;
- systems integration and test;
- vehicle data network (CAN, OBDII, SAE J1939, SAE J1850) interface development;
- software deployment and testing.

#### **QUALIFICATIONS**

- 2-5 years C/C++ or equivalent object oriented programming experience;
- Linux / Windows CE, Windows Mobile, etc. experience;
- eEmbedded systems integration and development experience;

- software test and deployment experience;
- PDA applications development experience.

HOURLY RATES - \$51 to \$125

### **3) Programmer Analyst Senior**

EXPERIENCE – 2-5 years experience with the following:

- primary participant in evaluation;
- development and deployment of new technologies to be used in an environment consisting of open source (Linux), closed source (Mac OS, Mac OS X, MS Windows) and web related technologies;
- assist in all aspects of the software lifecycle for new and existing code bases;
- develop and maintain tools to support the security, stability and scalability of these systems.

#### QUALIFICATIONS

- hands on experience with Windows (all flavors), Mac OS (some flavors) and Linux (some flavors),
- some knowledge of internal workings of Windows 2000\2003, Active Directory and WMI, LDAP and/or ADSI interfaces,
- programming in C/C++/C#, Visual Basic, .NET Framework, Python, ASP, PHP, and Web Services;
- relational database administration and SQL programming background experience;
- intermediate familiarity with the software development process including code source management technologies;
- ability to write technical documentation and customer driven knowledge base style articles necessary.

HOURLY RATES – \$51 to \$115

### **4) Computer Programmer Admin**

EXPERIENCE – 2-5 years experience with the following:

- maintain and develop visual computing solutions for end users;
- simulation, informatics, and VR integration.

#### QUALIFICATIONS

- Linux/Unix administration; LDAP/SAMBA network administration; OpenGL and C++ development; scene graph technology for interactive 3D graphics

HOURLY RATES - \$36 to \$85

### **5) Java Portal Development Specialist**

EXPERIENCE – 5-10 years experience with the following:

- building portal-based applications utilizing: JBoss Enterprise Application platform, including Seam, RichFaces, jBPM, JBoss Rules and Spring;
- extensive experience in SOA development with web services utilizing the JBoss Enterprise SOA Platform and Glassfish Metro;
- content management system development experience using Drupal;
- enterprise search implementation with Google Mini or Appliance;
- SSO integration with JA-SIG Central Authentication Service (CAS);
- systems integration experience with Banner;
- data warehousing experience including building, populating and querying.

#### QUALIFICATIONS

- advanced application development experience with Java Servlets, JSF, Javascript and AJAX deployed on JBoss or Tomcat;

- web services development using a major web services framework such as Apache CXF or Glassfish Metro;
- data persistence using EJB3 or Hibernate;
- database development using Oracle or MySQL;
- experience with Java IDEs such as Eclipse, NetBeans or JDeveloper;
- code management using CVS or Subversion;
- build management using Ant or Maven.

HOURLY RATES - \$40 to \$175

#### **6) Senior Web Application Developer**

EXPERIENCE – 2-5 years experience with the following:

- building web applications with Java and PHP;
- experience building applications with Java Servlets, JSF or JSP and Javascript;
- experience using development frameworks such as Spring or Struts;
- proven experience building web applications with PHP;
- experience with a content management system such as Drupal or Joomla.

QUALIFICATIONS

- proven development experience using Java Servlets, JSP or JSF;
- proven development experience using PHP;
- intermediate-to-advanced SQL skills;
- demonstrable expertise in web UI design and development;
- experience using an IDE such as Eclipse, Netbeans or JDeveloper;
- experience with a source repository such as CVS or

HOURLY RATES - \$44 to \$125

#### **7) Travel, if necessary**

If a project requires travel, all Virginia Tech travel regulations must be followed; travel regulations are available online at <http://www.co.vt.edu/Procedures/p20335a.html>.

The vendor must submit travel plans with estimated costs and obtain advance written travel authorization from the Virginia Tech project lead, with the restriction that actual costs will be reimbursed following Virginia Tech travel regulations.

#### **8) Project Management (added only by Automation Creations, Inc)**

Note – Vendors were allowed to offer additional relevant line items.

Automation Creations, Incorporated was the only vendor to submit a new category.

HOURLY RATE - \$95