On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA Advantage!™, a menu-driven database system. The INTERNET address for GSA Advantage!™ is: http://www.GSAAdvantage.gov.

Schedule MAS Multiple Award Schedule
Professional Services- Business Administrative Services
Information Technology - IT Services
Contract Number: 47QRAA18D0040

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov.

Contract Period: January 26, 2018 - January 25, 2023
through Modification PO-0009 effective June 24, 2021

Contractor: Future Technologies, Inc.
12600 Fair Lakes Circle, Suite 200
Fairfax, VA 22033
Business Size: Small Business

Telephone: (703) 278-7081
FAX Number: (703) 385-0886
Website: www.ftechi.com
E-mail: kasij@ftechi.com
Contract Administration: Jay Kasi

CUSTOMER INFORMATION:

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:

<table>
<thead>
<tr>
<th>SIN</th>
<th>Recovery</th>
<th>SIN Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>541611</td>
<td>541611RC</td>
<td>Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services</td>
</tr>
<tr>
<td>54151S</td>
<td>54151SRC</td>
<td>Information Technology (IT) Professional Services</td>
</tr>
<tr>
<td>OLM</td>
<td>OLMRC</td>
<td>Order-Level Materials (OLM)</td>
</tr>
</tbody>
</table>

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. Please see page 4 for rates table.
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. Please see page 5 for labor category descriptions.

2. **Maximum Order:** 541611 - $1,000,000 54151S - $500,000

3. **Minimum Order:** $100.00

4. **Geographic Coverage (delivery Area):** 541611 - Domestic and Overseas
   54151S - Domestic. Domestic, 50 states, Washington, DC, Puerto Rico, US Territories and to a CONUS port or consolidation point for orders received from overseas activities or give details as negotiated

5. **Point(s) of production (city, county, and state or foreign country):** Same as company address

6. **Discount from list prices or statement of net price:** Government net prices (discounts already deducted). See Attachment.

7. **Quantity discounts:** None

8. **Prompt payment terms:** Net 30 days, information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions

9. **Foreign items (list items by country of origin):** None

10a. **Time of Delivery (Contractor insert number of days):** Specified on the Task Order

10b. 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 list that have expedited delivery: Contact Contractor

10c. 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

10d. 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

11. **F.O.B Points(s):** Destination
12a. Ordering Address(es): Same as Contractor

12b. 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

13. Payment address(es): Same as company address

14. Warranty provision.: Contractor’s standard commercial warranty.

15. Export Packing Charges (if applicable): N/A

16. Terms and conditions of rental, maintenance, and repair (if applicable): N/A

17. Terms and conditions of installation (if applicable): N/A

18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): N/A

18b. Terms and conditions for any other services (if applicable): N/A

19. List of service and distribution points (if applicable): N/A

20. List of participating dealers (if applicable): N/A

21. Preventive maintenance (if applicable): N/A

22a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: N/A

22b. 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. contracter’s website or other location.) The EIT standards can be found at: www.Section508.gov/. N/A

23. Data Universal Numbering System (DUNS) number: 958179905

24. Notification regarding registration in System for Award Management (SAM) Database: Registered
<table>
<thead>
<tr>
<th>SIN</th>
<th>Awarded Labor Category</th>
<th>Site</th>
<th>Year 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>541611</td>
<td>SME/Vice President</td>
<td>Both</td>
<td>$155.27</td>
</tr>
<tr>
<td>541611</td>
<td>Principle Analyst</td>
<td>Both</td>
<td>$113.20</td>
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<tr>
<td>541611</td>
<td>Senior Analyst</td>
<td>Both</td>
<td>$78.74</td>
</tr>
<tr>
<td>541611</td>
<td>Analyst</td>
<td>Both</td>
<td>$75.57</td>
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<tr>
<td>541611</td>
<td>Associate Analyst</td>
<td>Both</td>
<td>$61.91</td>
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<tr>
<td>541611</td>
<td>Technical Editor</td>
<td>Both</td>
<td>$51.85</td>
</tr>
<tr>
<td>541611</td>
<td>Graphics Artist</td>
<td>Both</td>
<td>$43.50</td>
</tr>
<tr>
<td>541611</td>
<td>Sr. Administrative Assistant</td>
<td>Both</td>
<td>$39.15</td>
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<tr>
<td>541611</td>
<td>Administrative Assistant</td>
<td>Both</td>
<td>$32.27</td>
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<tr>
<td>541611</td>
<td>Economic Analyst</td>
<td>Both</td>
<td>$66.78</td>
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<tr>
<td>541611</td>
<td>Senior Software Developer</td>
<td>Both</td>
<td>$93.94</td>
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<tr>
<td>541611</td>
<td>Senior Computer Systems</td>
<td>Both</td>
<td>$86.89</td>
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<tr>
<td></td>
<td>Specialist</td>
<td></td>
<td></td>
</tr>
<tr>
<td>541611</td>
<td>Senior Instructional Designer</td>
<td>Both</td>
<td>$89.36</td>
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<td>541611</td>
<td>Senior Manager</td>
<td>Both</td>
<td>$152.14</td>
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<tr>
<td>541611</td>
<td>Project Manager</td>
<td>Both</td>
<td>$136.10</td>
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<tr>
<td>541611</td>
<td>Senior Implementation Planner</td>
<td>Both</td>
<td>$122.70</td>
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<tr>
<td>541611</td>
<td>Implementation Planner</td>
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<tr>
<td>541611</td>
<td>Associate Implementation Planner</td>
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<td>$73.04</td>
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<tr>
<td>541611</td>
<td>Program Analyst-Senior</td>
<td>Both</td>
<td>$103.75</td>
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<td>541611</td>
<td>Program Analyst-Mid</td>
<td>Both</td>
<td>$78.17</td>
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<tr>
<td>541611</td>
<td>Program Analyst-Junior</td>
<td>Both</td>
<td>$61.28</td>
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<tr>
<td>541611</td>
<td>Accountant-Senior</td>
<td>Both</td>
<td>$85.75</td>
</tr>
<tr>
<td>541611</td>
<td>Accountant-Mid</td>
<td>Both</td>
<td>$66.53</td>
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<tr>
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<td>Accountant-Junior</td>
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<td>541611</td>
<td>Project Administrator</td>
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<tr>
<td>541611</td>
<td>Data Entry Specialist</td>
<td>Both</td>
<td>$41.08</td>
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</tbody>
</table>

The Service Contract Labor Standards (SCLS) Matrix

<table>
<thead>
<tr>
<th>SCLSEligible Labor Category</th>
<th>SCLS Equivalent Code Title</th>
<th>Wage Determination No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graphics Artist</td>
<td>15080 – Graphic Artist</td>
<td>2015-4281</td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td>01020 – Administrative Assistant</td>
<td>2015-4281</td>
</tr>
<tr>
<td>Data Entry Specialist</td>
<td>01052 – Data Entry Operator II</td>
<td>2015-4281</td>
</tr>
</tbody>
</table>
The Service Contract Labor Standards (SCLS) is applicable to this contract and it includes SCLS applicable labor categories. The prices for the indicated (**) SCLS labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide).

<table>
<thead>
<tr>
<th>Labor Categories</th>
<th>Hourly Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIN 54151S</td>
<td>GSA Price</td>
</tr>
<tr>
<td>Program Manager</td>
<td>$161.87</td>
</tr>
<tr>
<td>Task Leader</td>
<td>$113.69</td>
</tr>
<tr>
<td>Communications Analyst</td>
<td>$75.46</td>
</tr>
<tr>
<td>Sr. Computer Systems Engineer</td>
<td>$99.84</td>
</tr>
<tr>
<td>Computer Systems Engineer</td>
<td>$72.74</td>
</tr>
<tr>
<td>Database Manager</td>
<td>$108.04</td>
</tr>
<tr>
<td>Logistics Manager</td>
<td>$87.97</td>
</tr>
<tr>
<td>Logistics Analyst</td>
<td>$71.15</td>
</tr>
<tr>
<td>Sr. Programmer/Analyst</td>
<td>$93.57</td>
</tr>
<tr>
<td>Sr. Software Systems Engineer</td>
<td>$110.05</td>
</tr>
<tr>
<td>Sr. Systems Administrator</td>
<td>$107.85</td>
</tr>
<tr>
<td>Sr. Cost Analyst</td>
<td>$89.01</td>
</tr>
<tr>
<td>Technical Writer/Editor</td>
<td>$57.06</td>
</tr>
<tr>
<td>Quality Assurance Engineer</td>
<td>$74.10</td>
</tr>
<tr>
<td>Quality Assurance Manager</td>
<td>$86.37</td>
</tr>
<tr>
<td>Sr. Budget/Financial Analyst</td>
<td>$118.05</td>
</tr>
<tr>
<td>Budget/Financial Analyst</td>
<td>$78.24</td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td>$43.43</td>
</tr>
<tr>
<td>Sr. Subject Matter Expert</td>
<td>$244.52</td>
</tr>
<tr>
<td>Subject Matter Expert</td>
<td>$176.61</td>
</tr>
<tr>
<td>Applications Programmer - Senior</td>
<td>$135.30</td>
</tr>
<tr>
<td>Applications Programmer - Intermediate</td>
<td>$89.29</td>
</tr>
<tr>
<td>Software Developer - Senior</td>
<td>$122.25</td>
</tr>
<tr>
<td>Software Developer - Intermediate</td>
<td>$85.86</td>
</tr>
<tr>
<td>PC/LAN Management Analyst - Senior</td>
<td>$114.37</td>
</tr>
<tr>
<td>PC/LAN Management Analyst - Intermediate</td>
<td>$84.23</td>
</tr>
<tr>
<td>Disaster Recovery Analyst</td>
<td>$114.66</td>
</tr>
<tr>
<td>Data Security Analyst - Senior</td>
<td>$122.25</td>
</tr>
<tr>
<td>Web Software Developer</td>
<td>$108.77</td>
</tr>
<tr>
<td>Web Security Administrator</td>
<td>$71.72</td>
</tr>
<tr>
<td>Network Engineer - Senior</td>
<td>$122.01</td>
</tr>
<tr>
<td>Network Engineer - Intermediate</td>
<td>$74.71</td>
</tr>
</tbody>
</table>
SUBJECT MATTER EXPERT/VICE PRESIDENT:
Functional Responsibility: Assists in developing programs and implementing creative and innovative solutions to the customer’s problems. Researches and analyzes customer requirements. Applies expert knowledge to determine the accuracy and reasonableness of the data. Documents and summarizes the results and develops and recommends creative and innovative solutions to the customer’s problems.

Requires doctorate or master’s degree in business, business management, financial management, systems management, operations research, computer science, engineering, physics, math, behavioral science, or related areas (may have published articles or books in field of expertise and made presentations at professional conferences) with 15 years’ experience in field of specialization.

PRINCIPLE ANALYST:
Functional Responsibility: Performs a variety of moderately complex project tasks applied to specialized technology problems. Helps with reviewing and analyzing complex task statements, standards, specifications, and other documentation to determine engineering requirements. Plans and conducts work requiring judgment in the independent evaluation, selection, and substantial adaptation and modification of standard techniques, procedures, and criteria. Performs system requirement analyses and specifications. Assignments may be varied and somewhat difficult in character, but usually involve limited responsibility. Some evaluation, originality, or ingenuity is required.

Requires a minimum of 12 years’ experience in designing, coding, testing, developing, and documenting application programs for complex computer systems; performing modification to and maintenance of highly complex operational programs and procedures.

SENIOR ANALYST:
Functional Responsibility: Directs and coordinates the work activities of a group of systems engineers. Establishes and monitors project schedules and ensures adherence to work deadlines. Reviews completed work for completeness and technical accuracy. May work on more complex assignments. Selects, trains, and evaluates work of assigned staff. Reviews and analyzes complex task statements, standards, specifications, and other documentation to determine engineering requirements. Plans and conducts work requiring judgment in the independent evaluation, selection, and substantial adaptation and modification of standard techniques, procedures, and criteria. Performs system requirement analyses and specifications. Conceives system designs, performs modeling and trade-off studies, prepares recommendations and systems specifications. Establishes test plans and determines appropriate test criteria and procedures. Generally, operates with appreciable latitude for unreviewed action or decision.
Requires a minimum of 8 years’ experience in designing, coding, testing, developing, and documenting application programs for complex computer systems; performing modification to and maintenance of highly complex operational programs and procedures.

ANALYST:  
**Functional Responsibility:** Directs and coordinates the work activities of a group of systems engineers. Establishes and monitors project schedules and ensures adherence to work deadlines. Reviews completed work for completeness and technical accuracy. May work on more complex assignments. Selects, trains, and evaluates work of assigned staff. Reviews and analyzes complex task statements, standards, specifications, and other documentation to determine engineering requirements. Plans and conducts work requiring judgment in the independent evaluation, selection, and substantial adaptation and modification of standard techniques, procedures, and criteria. Performs system requirement analyses and specifications. Conceives system designs, performs modeling and trade-off studies, prepares recommendations and systems specifications. Establishes test plans and determines appropriate test criteria and procedures. Generally, operates with appreciable latitude for unreviewed action or decision.

Requires a minimum of six years’ experience in designing, coding, testing, developing, and documenting application programs for complex computer systems; performing modification to and maintenance of highly complex operational programs and procedures.

ASSOCIATE ANALYST:  
**Functional Responsibility:** Directs and coordinates the work activities of a group of systems engineers. Establishes and monitors project schedules and ensures adherence to work deadlines. Reviews completed work for completeness and technical accuracy. May work on more complex assignments. Selects, trains, and evaluates work of assigned staff. Reviews and analyzes complex task statements, standards, specifications, and other documentation to determine engineering requirements. Plans and conducts work requiring judgment in the independent evaluation, selection, and substantial adaptation and modification of standard techniques, procedures, and criteria. Performs system requirement analyses and specifications. Conceives system designs, performs modeling and trade-off studies, prepares recommendations and systems specifications. Establishes test plans and determines appropriate test criteria and procedures. Generally, operates with appreciable latitude for unreviewed action or decision.

Requires a minimum of four years’ experience in designing, coding, testing, developing, and documenting application programs for complex computer systems; performing modification to and maintenance of highly complex operational programs and procedures.

TECHNICAL EDITOR:  
**Functional Responsibility:** Collect, analyze, and organize information required for technical documentation and for the preparation of manuals, materials, and reports.
Analyzes available technical literature, writes descriptive copy, and verifies documentation with related departments. May coordinate the production and distribution of material. Utilizes experience in specialty and demonstrates ability to exercise good judgment in the application of knowledge to the solution of difficult tasks. Primary responsibility is to direct work of others in the accomplishment of assigned work.

Requires bachelor's degree or equivalent with six years’ experience in writing technical reports, brochures, and/or manuals for internal documentation, customer reference, or publications; analyzing technical literature available, writing descriptive copy, and verifying documentation with related departments.

GRAPHIC ARTIST:
Functional Responsibility: Investigates, compares, and selects potential and existing suppliers of marketing production services, including typography, paper, printing, and related activities.
Provides detailed and accurate estimates for all marketing graphics based upon provided specifications. Develops graphic artwork in a variety of media to support publication requirements. Uses computerized equipment such as Genigraphics or Compugraphics.
Produces a variety of artwork, including technical and commercial documentation support assignments, vugraph, 33mm slide presentations, flow charts, wall charts, pamphlets, brochures, and other forms of artwork. May use perspective, isometric, orthographic, and schematic techniques to prepare technical and non-technical illustrations and line drawings. Produces finished artwork from information furnished in oral form, rough sketches, or written data. Works under general supervision and using establish procedures, performs assigned tasks.

Requires formal education or certification program of one or two years in duration (e.g., military specialty training, trade school, or associate degree) or bachelor’s degree with five years’ experience in investigating, comparing, and selecting potential and existing suppliers of marketing production services, including typography, paper, printing, and related activities; providing detailed and accurate estimates for all marketing graphics based upon provided specifications; developing graphic artwork in a variety of media to support publication requirements; and produces a variety of artwork, including technical and commercial documentation support assignments, viewgraphs, and 33mm slide presentations, flow charts, wall charts, pamphlets, brochures, and other forms of artwork.

ADMINISTRATIVE ASSISTANT:
Functional Responsibility: Assist with planning, initiation, and tracking of task assignments and associated data. Monitor and assist with preparation of monthly progress and status reports.
Assist with preparing and monitoring contract budgets. Performs general and routine administrative functions.

Requires high school diploma (college-level courses in business administration are highly desirable) with three years’ experience in general office administration performing
accounting duties, compiling/preparing financial reports, and monthly progress reports using a personal computer system.

SENIOR ADMINISTRATIVE ASSISTANT:
Functional Responsibility: Assist with planning, initiation, and tracking of task assignments and associated data. Monitor and assist with preparation of monthly progress and status reports.
Assist with preparing and monitoring contract budgets. Prepare and coordinate responses to contractual correspondence. Review invoices for accuracy and completeness.

Requires high school diploma (college-level courses in business administration are highly desirable) with six years’ experience in general office administration performing accounting duties, compiling/preparing financial reports, and monthly progress reports using a personal computer system.

ECONOMIC ANALYST:
Functional Responsibilities: Advise and perform professional cost, budget and schedule measurement work. Requires the technical ability to develop and manipulate databases, assess future trends, technological implications, and evaluate new and innovative acquisition strategies. Requires a bachelor’s degree in finance, accounting, business, or equivalent with five years’ experience of which a minimum of two years must be specialized in financial analysis of government or commercial programs.

Requires a bachelor’s degree in finance, accounting, business, or equivalent with five years’ experience of which a minimum of two years must be specialized in financial analysis of government or commercial programs.

SENIOR SOFTWARE DEVELOPER:
Functional Responsibilities: Resolves customer complaints and responds to suggestions for improvements and enhancements.

Requires a bachelor’s degree in computer science, engineering, mathematics, or equivalent with 10 years’ experience of which a minimum of four years must be specialized in software requirements analysis, design analysis, programming, integration, documentation, or test and evaluation.

SENIOR COMPUTER SYSTEMS SPECIALIST:
Functional Responsibility: Codes, tests, debugs, documents and maintains those programs.

Requires a bachelor’s degree in computer science, engineering, mathematics, or equivalent with seven years’ experience of which a minimum of three years must be specialized in design, integration, and operation of advanced computer systems.

SENIOR INSTRUCTIONAL DESIGNER:
Functional Responsibility: Direct and coordinate the work activities of a group of systems engineers. Perform a variety of complex project tasks applied to specialized
technology problems. Typical assignments involve integration of processes or methodologies to resolve total system, problems, or applications.

 Requires a bachelor’s degree in training, education, or equivalent with 10 years’ experience of which a minimum of four years must be specialized in the design and development of training products and services.

SENIOR MANAGER:
Functional Responsibility: Serves as the project manager for a large, complex task order (or a group of task orders affecting the same common/standard/migration system) and shall assist the Program Manager in working with the Government Contracting Officer (CO), the contract-level Contracting Officer's Representative (COR), the task order-level COR(s), government management personnel and customer agency representatives. Under the guidance of the Program Manager, responsible for the overall management of the specific task order(s) and ensuring that the technical solutions and schedules in the task order are implemented in a timely manner. Performs enterprise-wide horizontal integration planning and interfaces to other functional systems.

 Requires a bachelor’s degree in computer science, engineering, mathematics, business, management, or equivalent with 20 years’ experience, of which a minimum of 10 years must be specialized in managing projects, contracts, funds, and resources.

PROJECT MANAGER:
Functional Responsibility: Serves as the project manager for a large, complex task order (or a group of task orders affecting the same common/standard/migration system) and shall assist the Program Manager in working with the Government Contracting Officer (CO), the contract-level Contracting Officer's Representative (COR), the task order-level COR(s), government management personnel and customer agency representatives. Under the guidance of the Program Manager, responsible for the overall management of the specific task order(s) and ensuring that the technical solutions and schedules in the task order are implemented in a timely manner. Performs enterprise-wide horizontal integration planning and interfaces to other functional systems.

 Requires a bachelor's degree in computer science, information systems, engineering, business, or other related discipline with 12 years’ experience, of which at least nine years must be specialized. Specialized experience includes project development from inception to deployment, expertise in the management and control of funds and resources using complex reporting mechanisms, demonstrated capability in managing multi-task contracts and/or subcontracts of various types and complexity. General experience includes increasing responsibilities in information systems design and/or management.

SENIOR IMPLEMENTATION PLANNER:
Functional Responsibility: Directs all financial management and administrative activities, such as budgeting, manpower and resource planning and financial reporting. Performs complex evaluations of existing procedures, processes, techniques, models, and/or systems related to management problems or contractual issues, which would
require a report and recommend solutions. Develops work breakdown structures, prepare charts, tables, graphs, and diagrams to assist in analyzing problems. Provides daily supervision and direction to staff.

Requires a bachelor’s degree with 15 years’ experience of which a minimum of six years must be specialized in implementation or transition planning for government or commercial systems and processes.

IMPLEMENTATION PLANNER:
Functional Responsibility: Directs all financial management and administrative activities, such as budgeting, manpower and resource planning and financial reporting. Performs complex evaluations of existing procedures, processes, techniques, models, and/or systems related to management problems or contractual issues, which would require a report and recommend solutions. Develops work breakdown structures, prepare charts, tables, graphs, and diagrams to assist in analyzing problems. Provides daily supervision and direction to staff.

Requires a bachelor’s degree with 10 years’ experience of which a minimum of four years must be specialized in implementation or transition planning for government or commercial systems and processes.

ASSOCIATE IMPLEMENTATION PLANNER:
Functional Responsibility: Directs all financial management and administrative activities, such as budgeting, manpower and resource planning and financial reporting. Performs complex evaluations of existing procedures, processes, techniques, models, and/or systems related to management problems or contractual issues, which would require a report and recommend solutions. Develops work breakdown structures, prepare charts, tables, graphs, and diagrams to assist in analyzing problems. Provides daily supervision and direction to staff.

Requires a bachelor’s degree with three years’ experience of which a minimum of one year must be specialized in implementation or transition planning for government or commercial systems and processes.

PROGRAM ANALYST, SENIOR:
Functional Responsibility: Analyzes user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Develops and maintains DBMS, including designing and analyzing systems, using current operating systems software and data manipulation languages. Identifies resources required for each task. Provides daily supervision and direction to support staff.

Requires more than 10 years of work experience related to the formulation and implementation of solutions for complex and highly specialized problems requiring a measure of creative thinking for the development of sophisticated or complex systems solutions to requirements.
PROGRAM ANALYST, MID:
Functional Responsibility: Analyzes user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Develops and maintains DBMS, including designing and analyzing systems, using current operating systems software and data manipulation languages. Identifies resources required for each task. Provides daily supervision and direction to support staff.

Requires between six and 10 years of work experience related to the formulation and implementation of solutions to complex and highly specialized problems requiring a measure of creative thinking for the development of sophisticated or complex systems solutions to requirements.

PROGRAM ANALYST, JUNIOR:
Functional Responsibility: Analyzes user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Develops and maintains DBMS, including designing and analyzing systems, using current operating systems software and data manipulation languages. Identifies resources required for each task. Provides daily supervision and direction to support staff.

Requires between two and six years of work experience related to the formulation and implementation of solutions to complex and highly specialized problems requiring a measure of creative thinking for the development of sophisticated or complex systems solutions to requirements.

ACCOUNTANT SENIOR:

Requires bachelor’s degree in accounting or related field (certification as a public accountant is preferred) with 10 years’ experience with a wide variety of advanced accounting work including maintenance of and preparing reports on complex budget or income and expenditure records, exercising considerable initiative in arranging details to obtain job objectives.

ACCOUNTANT MID-LEVEL:

Requires bachelor’s degree in accounting or related field with six years’ experience with a wide variety of accounting work and accounting methods procedures.
ACCOUNTANT JUNIOR:

*Requires bachelor’s degree in accounting or related field or certification program of two years in duration (e.g., military specialty training, trade school, or associate degree) with two years’ experience with a wide variety of accounting work and accounting methods procedures.*

PROJECT ADMINISTRATOR:
**Functional Responsibility:** Assists in the preparation of management plans and reports. Coordinates schedules to facilitate completion of proposals, contract deliverables, task order, review, briefings/presentations, and IPR preparation. Performs analysis, development, and review of program administrative operating procedures.

*Provides administrative support in the management of a project or task by tracking, monitoring, and reporting budgets and schedules, and maintaining administrative records.*

DATA ENTRY SPECIALIST:
**Functional Responsibility:** Performs data entry via on-line data terminal, key-to-tape, key-to-disk, or similar device. Verifies data entered, where applicable.

*Requires high-school diploma with two years of related work experience, including general office functions.*

**Qualification Equivalency**

FTI reserves the right to make the following modifications to qualification requirements.

- **Associate Degree** Two (2) years’ experience
- **Bachelor’s Degree** Three (3) years’ experience
- **Master’s Degree** Five (5) years’ experience
54151S Information Technology Professional Services
LABOR CATEGORY DESCRIPTIONS

**Commercial Job Title: Program Manager**

Minimum/General Experience: Requires a minimum of 15 years’ experience in acquisition/engineering project development from inception to deployment, demonstrated ability to provide guidance and direction in the services offered and described in this solicitation and proven expertise in the management and control of funds and resources.

Functional Responsibility: Serves as the contractor’s single contract manager. Responsible for formulating and enforcing work standards, assigning schedules, supervising contractor personal and communicating policies, purposes, and goals of the organization to subordinates. Responsible for overall contract performance.

Minimum Education: Masters/Bachelor’s degree in one of the information technology fields such as Computer Science, Information Systems, Engineering or other contract relevant or technical discipline.

**Commercial Job Title: Task Leader**

Minimum/General Experience: Requires a minimum of 12 years’ experience of which nine years must include specialized experience to include acquisition/engineering project development from inception to deployment, demonstrated ability to provide guidance and direction in tasks inherent in the services offered and proven expertise in the management and control of funds and resources.

Functional Responsibility: Reports to the Program Manager on task performance, responsible for cost, schedule, and technical performance of assigned tasks.

Minimum Education: Bachelor’s degree in a technical field such as Computer Science, Engineering or other task relevant discipline.

**Commercial Job Title: Communications Analyst**

Minimum/General Experience: Requires a minimum of three years of telecommunications and networking experience.

Functional Responsibility: Capable of evaluating, analyzing, and designating data communication standards, interface criteria, modem requirements, communications security equipment requirements and operating characteristics. Must be able to apply appropriate traffic engineering practices to communications networks that ensure their ability to support the data processing requirements.

Minimum Education: Bachelor’s degree in a technical field such as Electrical Engineering or Computer Science.

**Commercial Job Title: Senior Computer Systems Engineer**
Minimum/General Experience: Requires a minimum of ten years’ experience with at least eight years’ experience including analysis and design on applications on complex systems for large-scale computers, experience in database management concepts, use of programming languages such as Ada, COBOL, C, C++. Knowledge of current storage and retrieval methods and demonstrated ability to formulate specifications for computer programmers to use in coding, testing and debugging of computer programs.

Functional Responsibility: Analyzes and evaluates existing or proposed systems and devises computer systems to process data.

Minimum Education: Bachelor’s degree in a technical field such as Computer Science or Information Systems.

**Commercial Job Title: Computer Systems Engineer**

Minimum/General Experience: Requires a minimum of two years’ experience in analyzing information requirements, helping develop plans for automated information systems from inception to conclusion, developing system requirements and program specifications.

Functional Responsibility: Analyzes and evaluates existing or proposed systems and devises computer systems to process data.

Minimum Education: Bachelor’s degree in a technical field such as Computer Science or Information Systems.

**Commercial Job Title: Database Manager**

Minimum/General Experience: Requires a minimum of ten years’ experience of management and practical database management experience.

Functional Responsibility: Requires both technical and management skills which shall be used to coordinate and manage support efforts from a team of technical experts consisting of test and evaluation specialists, computer software experts, and functional area experts to properly understand current database management system considerations and recommendations. Specific experience in designing and building databases using the DBMS software required by the user’s application will be required.

Minimum Education: Bachelor’s degree in Computer Science.

**Commercial Job Title: Logistics Manager**

Minimum/General Experience: Requires a minimum of ten years’ experience in two or more technical areas directly related to the work areas in which the individual performs including experience in logistics planning, and in all phases of system acquisition.

Functional Responsibility: Lead and direct integrated logistical support (ILS) activities designed to provide effective and efficient life-cycle support of equipment or systems.

Minimum Education: B.A. or B.S. degree and must have at least 60 weeks technical and logistical training, i.e., computer, support equipment, logistics acquisition, etc.

**Commercial Job Title: Logistics Analyst**

Minimum/General Experience: Requires a minimum of four years’ experience in two or more technological areas directly related to the work areas in which the individual performs, including experience in logistics planning and all phases of system acquisition.
Functional Responsibility: Provide integrated logistic support (ILS) activities designed to provide effective and efficient life-cycle support of equipment or systems.

Minimum Education: B.A. or B.S. degree and must have at least 25 weeks technical and logistical training, i.e., computer, support equipment, logistics acquisition, etc.

**Commercial Job Title: Senior Programmer/Analyst**

Minimum/General Experience: Requires a minimum of eight years’ experience in designing, coding, testing, developing and documenting application programs for complex computer systems; performing modification to and maintenance of highly complex operational programs and procedures.

Functional Responsibility: Formulate and implement solutions to complex and highly specialized problems requiring a measure of creative thinking for the development of complex systems solutions to customer requirements. Provide technical direction to other program analysts.

Minimum Education: Bachelor’s degree in Computer Science, Information Systems, Engineering, Business or other related scientific or technical discipline.

**Commercial Job Title: Senior Software Systems Engineer**

Minimum/General Experience: Requires a minimum of ten years’ experience in information systems development, functional and data requirements analysis, systems analysis and design, programming, program design, and documentation preparation, management of complex software projects and experience using CASE tools and methods in a client/server environment.

Functional Responsibility: Perform complex analysis, design, development, testing of computer software in support of complex system requirements. Design software tools and subsystems to support software reuse and domain analyses. Manage software development and support using formal specifications, data flow diagrams, other accepted design techniques, and CASE tools.

Minimum Education: B.S. in Computer Science, Information Systems, or other related scientific or technical discipline.

**Commercial Job Title: Senior Systems Administrator**

Minimum/General Experience: Requires a minimum of ten years’ experience in performing system requirement analyses and specifications, and modeling and trade-off studies; reviewing and analyzing complex task statements, standards, specification, and other documentation to determine engineering requirements; developing test plans and determining appropriate test criteria and procedures; and planning and conducting work requiring judgment in the independent evaluation, selection, and adaptation and modification of standard techniques, procedures and criteria.

Functional Responsibility: Direct and coordinate the work activities of a group of systems
engineers. Perform a variety of complex project tasks applied to specialized technology problems. Typical assignments involve integration of processes or methodologies to resolve total system, problems, or applications.

Minimum Education: M.S. in a technical field such as Engineering or Computer Science.

**Commercial Job Title: Senior Cost Analyst**

Minimum/General Experience: Requires a minimum of five years’ experience in conducting independent work in computer-based information systems, modeling, operations research, statistics, and analytical trade-off studies; preparing life-cycle cost estimates, baseline cost estimates and cost and effectiveness training analyses.

Functional Responsibility: Lead and direct analysis of cost and technical data and prepare cost and technical reports in ADP related areas.

Minimum Education: B.A. or B. S. in Engineering or related fields such as Accounting, Business, Finance, or Economics.

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

Minimum/General Experience: Requires a minimum of six years’ experience in gathering, analyzing, and composing technical information; conducting research and ensuring the use of proper technical terminology; and writing and editing technical reports and documents pertaining to all aspects of ADP.

Functional Responsibility: Collect, analyze, and organize information required for technical documentation and for the preparation of manuals, materials, and reports; edit functional descriptions, system specifications, manuals, reports, and other customer deliverables and documents.

Minimum Education: Bachelor’s degree in English, Literature, or other related discipline.

**Commercial Job Title: Quality Assurance Engineer**

Minimum/General Experience: Requires a minimum of four years’ experience with at least two years specialized experience including configuration management, verification and validation, and analysis of development and production limitations and standards.

Functional Responsibility: For hardware and software plans and performs quality research, software development, or hardware engineering assignments.

Minimum Education: Bachelor’s degree in a technical field such as Computer Science or Engineering.
**Commercial Job Title: Quality Assurance Manager**

Minimum/General Experience: Requires a minimum of eight years’ experience with at least five years specialized experience including configuration management, verification and validation, software testing and integration, and software metrics and their application to software quality assessment.

Functional Responsibility: For both hardware and software, designs and installs quality processes and procedures, sampling techniques, and statistical analysis; designs or specifies inspection and testing requirements and equipment; and formulates quality policies and procedures.

Minimum Education: Bachelor’s degree in a technical field such as Computer Science or Engineering.

**Commercial Job Title: Senior Budget/Financial Analyst**

Minimum/General Experience: Requires eight years of budget, cost, schedule analysis, operations research, or engineering experience, at least two years of which are involved in military equipment. One of the years must have been in a management position. An advanced business, computer science or engineering degree may substitute for two years of the experience requirement.

Functional Responsibility: Plan, organize and direct the budget, cost, and schedule analysis efforts of a group of specialists skilled in information technology, military operations, engineering, management, programming, and pricing. Work requires the technical capability to develop and manipulate databases, assess budget, cost, and schedule implications of existing and projected technological advances.

Minimum Education: Bachelor’s degree in business, finance, accounting, computer science, engineering, operations research, mathematics, or related field.

**Commercial Job Title: Budget/Financial Analyst**

Minimum/General Experience: Requires five years of budget, cost, schedule analysis, operations research, or engineering experience. An advanced business, computer science, or engineering degree may substitute for the experience requirement.

Functional Responsibilities: Advise and perform professional cost, budget and schedule measurement work. Requires the technical ability to develop and manipulate databases, assess future trends, technological implications, and evaluate new and innovative acquisition strategies.

Minimum Education: Bachelor’s degree in business, finance, accounting, computer science, engineering, operations research, mathematics, or related field.

**Commercial Job Title: Administrative Assistant**

Minimum/General Experience: Requires a minimum of three years’ experience in general office administration performing accounting duties, compiling/preparing financial reports, and monthly progress reports using a personal computer system. Requires general
administrative functions in support of contract operations.


Minimum Education: Requires a high school diploma. College-level courses in business administration are highly desirable.

Commercial Job Title: Sr. Subject Matter Expert

Minimum/General Experience: Assists in developing programs and implementing creative and innovative solutions to the customer's problems. Researches and analyzes customer requirements. Documents and summarizes the results and develops and recommends creative and innovative solutions to the customer's problems. Is capable of solving major problems in a narrow specialty field, or over a broad scope of specialties. Experience in acquisition management is a plus. Requires fifteen years experience in the field.

Functional Responsibility: Applies expert knowledge to determine the accuracy and reasonableness of the data.

Minimum Education: Bachelor's Degree in Computer Science.

Commercial Job Title: Subject Matter Expert

Minimum/General Experience: Assists in developing programs and implementing creative and innovative solutions to the customer's problems. Researches and analyzes customer requirements. Documents and summarizes the results and develops and recommends creative and innovative solutions to the customer's problems. Requires ten years experience in the field.

Functional Responsibility: Applies expert knowledge to determine the accuracy and reasonableness of the data.

Minimum Education: Bachelor's Degree in Computer Science.

Commercial Job Title: Applications Programmer - Senior

Minimum/General Experience: Under general direction, devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operating time and form of desired results. Competent to work at the highest technical level of all phases of application programming activities. Requires seven years’ experience in the field.

Functional Responsibility: Designs, codes, tests, debugs and documents those programs.

Minimum Education: Bachelor’s Degree in Computer Science.
Commercial Job Title: Applications Programmer - Intermediate

Minimum/General Experience: Under general supervision, modifies moderately complex applications programs from detailed specifications. Competent to work on most phases of applications programming activities but requires instruction and guidance in phases. Requires three years’ experience in the field.

Functional Responsibility: Codes, tests, debugs, documents and maintains those programs.

Minimum Education: Bachelor’s Degree in Computer Science.

Commercial Job Title: Software Developer - Senior

Minimum/General Experience: Under general direction, participates as high-level technical expert in design development, coding, testing, and debugging new software or significant enhancements to existing software. Works with technical staff to understand problems with software and develops specifications to resolve them. Participates in the development of software user manuals. May act as team leader on less complex projects. Assists in training less-experienced software development staff. Requires seven years’ experience in the field.

Functional Responsibility: Resolves customer complaints and responds to suggestions for improvements and enhancements.

Minimum Education: Bachelor’s Degree in Computer Science.

Commercial Job Title: Software Developer - Intermediate

Minimum/General Experience: Under general supervision, develops codes, tests, and debugs new software or enhancements to existing software. Has good understanding of business applications. Works with technical staff to understand problems with software and resolve them. May assist in development of software user manuals. Requires three years’ experience in the field.

Functional Responsibility: Resolves customer complaints with software and responds to suggestions for improvements and enhancements.

Minimum Education: Bachelor’s Degree in Computer Science.

Commercial Job Title: PC/LAN Management Analyst - Senior

Minimum/General Experience: Provides consultation to business area management and staff at the highest technical level for all aspects of PC/LAN design and configuration in a multi-server environment. Plans and coordinates the installation of new or modified LANs and installs and coordinates the resolution of network problems or malfunctions. Supports LANs. Requires seven years’ experience in the field.

Functional Responsibility: Provides technical support and guidelines to client and systems areas through documentation.

Minimum Education: Bachelor’s Degree in Computer Science.
**Commercial Job Title: PC/LAN Management Analyst - Intermediate**

Minimum/General Experience: Under general direction, works closely with business area management and staff on LAN support, network design and configuration in a multi-server environment. Responsible for the installation/configuration and support of client servers, application support software and implementation of new business software applications. Participates with client in the installation/configuration of equipment and software. Supports LANs. Requires three years’ experience in the field.

Functional Responsibility: Analyzes and coordinates resolution of network problems. Provides technical support and guidelines to client and systems areas through documentation.

Minimum Education: Bachelor's Degree in Computer Science.

**Commercial Job Title: Disaster Recovery Analyst**

Minimum/General Experience: Responsible for security and integrity of assigned electronic data, data systems, and data networks. Designs and administers programs to include policies, standards, guidelines, training programs and a viable quality assurance process for disaster recovery. Oversees and facilitates the preparation of an organization-wide business resumption plan. Responsible for insuring the business resumption plan adequately addresses the organization's requirements and established time frames. Requires five years’ experience in the field.

Functional Responsibility: Oversees and reviews the testing and implementation of software, data systems and data networks to ensure that the integrity and security of all electronic data and data systems are adequately protected.

Minimum Education: Bachelor’s Degree in Computer Science.

**Commercial Job Title: Data Security Analyst - Senior**

Minimum/General Experience: Under general direction, performs all procedures necessary to ensure the safety of information systems and to protect systems from intentional or inadvertent access or destruction. Interfaces with user community to understand their security needs and implements procedures to accommodate them. Ensures that user community understands and adheres to necessary procedures to maintain security. May require familiarity with domain structures, user authentication, and digital signatures. Must be able to weigh business needs against security concerns and articulate issues to management. Requires seven years’ experience in the field.

Functional Responsibility: Conducts accurate evaluation of the level of security required. May require understanding of firewall theory and configuration.

Minimum Education: Bachelor's Degree in Computer Science.
**Commercial Job Title: Web Software Developer**

Minimum/General Experience: Designs, develops, troubleshoots, debugs, and implements software code (such as HTML, CGI, and JavaScript) for a component of the website. Works with graphic designers and other members of a project team to develop the site concept, interface design, and architecture of the website. Responsible for interface implementation. Requires strong navigation and site-design instincts. Requires development experience in web-based languages. Requires five years experience in the field.

Functional Responsibility: Integrates web applications with backend databases. Deploys large web-based transaction systems using application servers. Researches, tests, builds, and coordinates the integration of new products per production and client requirements.

Minimum Education: Bachelor’s Degree in Computer Science.

**Commercial Job Title: Web Security Administrator**

Minimum/General Experience: Under general supervision, performs all procedures necessary to ensure the safety of the organization’s website and transactions across the Internet including the protection of confidential order information and external business-to-business connections. Applies Internet firewall and encryption technologies to maintain organizational and customer security. Updates and deletes users, monitors and performs follow-up compliance violations, and develops security policies and practices and guidelines. Requires five years’ experience in the field.

Functional Responsibility: Ensures that the user community understands and adheres to established security procedures.

Minimum Education: Bachelor’s Degree in Computer Science.

**Commercial Job Title: Network Engineer – Senior**

Minimum/General Experience: Under general supervision, manages the purchase, installation, and support of network communications, including LAN/WAN systems. Responsible for evaluating current systems. Works on complex problems where analysis of situation requires in-depth evaluation of various factors. Plans large scale systems projects through vendor comparison and cost studies. Requires expert knowledge of LAN/WAN systems, networks, and applications. Requires five years of experience.

Functional Responsibility: Provides work leadership and training to lower level network engineers.

Minimum Education: Bachelor’s Degree in Computer Science.
**Commercial Job Title: Network Engineer – Intermediate**

Minimum/General Experience: Under general supervision, oversees the purchase, installation, and support of network communications, including LAN/WAN systems. Works on problems of diverse scope where analysis of situation requires evaluation and judgment. Responsible for evaluating current systems. Requires thorough knowledge of LAN/WAN systems, networks and applications. Requires two to five years of experience.

Functional Responsibility: Assists in the planning of large-scale systems projects through vendor comparison and cost studies.

Minimum Education: Bachelor’s Degree in Computer Science.

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**Equivalency Statement:**

Future Technologies, Inc. reserves the right to make the following substitution in the education requirement of any of the service skill categories set forth herein.

1. Master’s Degree in Computer Science will be equivalent to five years of experience.
2. Three years of relevant experience will be equivalent to a bachelor’s degree.