General Services Administration
GSA Advantage! Price List
Multiple Award Schedule (MAS) Contract Number: 47QRAA18D005F
Federal Supply Group: Professional Services

Capitol Management Consulting Services, Inc.
1600 Chain Bridge Road
McLean, Virginia 22101
(571) 318-6404
www.capitolcms.com

Business Size: Small Business

Contract Number: 47QRAA18D005F
Contract Period: February 21, 2018 – February 20, 2023
Price List is current as of Modification # PS-0008 effective 03/29/2021

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

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

Point of Contact (POC): for Contract Administration:

Akshat Prasad, President
Phone: (301) 233-351
1600 Chain Bridge Road
Facsimile: (703) 854-1418
McLean, VA 22101
Email: akshat@capitolmscs.com
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Customer Information:

1a. Awarded Special Item Number(s):

<table>
<thead>
<tr>
<th>SIN</th>
<th>SIN Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>541611</td>
<td>Provide operating advice and assistance on administrative and management issues. Examples include: strategic and organizational planning, business process improvement, acquisition and grants management support, facilitation, surveys, assessment and improvement of financial management systems, financial reporting and analysis, due diligence in validating an agency’s portfolio of assets and related support services, strategic financial planning, financial policy formulation and development, special cost studies, actuarial services, economic and regulatory analysis, benchmarking and program metrics, and business program and project management. Inherently Governmental services as identified in FAR 7.503 or by the ordering agency are prohibited. It is the responsibility of the Contracting Officer placing the order to make this determination. Ordering activities must require prospective contractors to identify potential conflicts of interest and address those, prior to task order award. Personal services as defined in FAR 37.104 are prohibited.</td>
</tr>
<tr>
<td>54151S</td>
<td>Services includes: Cloud services (all associated labor); Cognitive computing; Conversion and implementation support; Database planning and design; Internet of Things (IoT); IT project management; Migration services (of all kinds); Network services; Programming; Resources and facilities management; Systems analysis, design, and implementation; and Other services relevant to 29 CFR 541.400.</td>
</tr>
<tr>
<td>OLM</td>
<td>Order-Level Materials (OLMs)</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: Not applicable.

1c. Descriptions of all corresponding commercial job titles with experience, function responsibility and education are provided beginning on page 7.

2. Maximum order: $1,000,000

3. Minimum order: $100

4. Geographic Coverage: Domestic

5. Point of Production: Not Applicable

6. Prices Shown Herein are Net (discount deducted)

7. Quantity Discount: 0.50% for single orders over $250K 1.0% for single orders over $500K

8. Prompt Payment Terms: 0.50% - 15 days from receipt of invoice or date of acceptance,
whichever is later. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9. Foreign Items: None

10a. Time of Delivery: 10 Days

10b. Expedited Delivery: Consult with Contractor

10c. Overnight/2 day Delivery: Consult with Contractor

10d. Urgent Requirements: When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering activity, ordering activities are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering activity, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

11. FOB Point: Destination

12a. Ordering Address:

Capitol Management Consulting Services, Inc.
1600 Chain Bridge Road
McLean, Virginia 22101
(571) 318-6404
akshat@capitolmcs.com

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:

Capitol Management Consulting Services, Inc.
1600 Chain Bridge Road
McLean, Virginia 22101
(571) 318-6404
akshat@capitolmcs.com

14. Warranty Provisions: Contractor’s Standard Warranty

15. Export Packing Charges: Not applicable.

16. Terms and Conditions of rental, maintenance, and repair: Not applicable.
17. Terms and Conditions of installation: Not applicable.

18a. Terms and Conditions of repair parts indicating date of parts price lists and any discounts from list prices: Not applicable.

18b. Terms and Conditions of any other service parts: Not applicable.

19. List of Service and Distribution Points: Not applicable.

20. List of Participating Dealers: Not applicable.


22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). Not Applicable.

22b. Section 508 compliance information is available by contacting Capitol Management Consulting Services, Inc. directly.

23. DUNS: 96-842-5657

24. Capitol Management Consulting Services, Inc. is registered and active in the System for Award Management (SAM) Database.
# GSA Advantage! Price List
**SINs: 541611**
*(Effective March 31, 2021)*

## 5 - Year Pricing Table:

<table>
<thead>
<tr>
<th>SIN</th>
<th>Labor Category</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
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<td>541611</td>
<td>Business Process Specialist I</td>
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<td>541611</td>
<td>Quality Auditor/ Inspector</td>
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### GSA Advantage! Price List

**SINs: 54151S**

(Effective March 31, 2021)

#### 5-Year Pricing Table:

<table>
<thead>
<tr>
<th>SIN</th>
<th>Labor Category</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
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<td>54151S</td>
<td>Database Administrator I</td>
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<td>Project Manager IV</td>
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<td>Software Developer II</td>
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<tr>
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<td>Software Developer III</td>
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<td>54151S</td>
<td>Software Developer IV</td>
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<td>54151S</td>
<td>Solution Architect I</td>
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<td>Technical Writer II</td>
<td>$61.50</td>
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</tbody>
</table>
Support Staff I

General Experience
Support Staff I possesses one (1) to three (3) years of experience and have skills related to analysis, planning, and/or strategy consulting.

Functional Responsibility
Support Staff I apply their strong analytical and communications skills to assist in designing, planning, and/or implementation business solutions. Support Staff I are directly overseen to exercise core skills on projects.

They may perform tasks such as:

- Document an organization’s as-is business process flows
- Identify and document functional requirements for business architecture design
- Develop project documentation and user training materials
- Support user training sessions
- Prepare communication plans

Minimum Education
Support Staff I possesses a Bachelor’s Degree in Business, Computer Science, Communications or Engineering or five (5) years of related experience.

Support Staff II

General Experience
Support Staff II possesses three (3) to five (5) years of experience and have skills related to analysis, planning, and/or strategy consulting.

Functional Responsibility
Support Staff II apply their strong analytical and communications skills to assist in designing, planning, and/or implementation business solutions. Support Staff II are directly overseen to exercise core skills on projects, but may take responsibility for support tasks.

They may perform tasks such as:

- Document an organization’s as-is business process flows
- Identify and document functional requirements for business architecture design
- Develop project documentation and user training materials
- Support user training sessions
- Prepare communication plans
• Perform project/program management support tasks, such as status reporting and work plan maintenance

**Minimum Education**

Support Staff II possesses a Bachelor’s Degree in Business, Computer Science, Communications or Engineering or seven (7) years of related experience.

**Analyst I**

**General Experience**

Analyst I possesses one (1) to three (3) years of experience and has skills related to technical and/or business analysis.

**Functional Responsibility**

Analyst I apply their strong analytical and communications skills to assist in designing, planning, and/or implementation of technical business solutions and supporting implementation teams. Analyst I are directly overseen to exercise core skills on projects.

An Analyst I may perform tasks such as:

- Prepare analyses using structured problem solving frameworks
- Provide analytical support to solution implementation teams
- Identify and document requirements for business architecture design
- Assist in customer interviews and analysis of solution requirements
- Develop project documentation and user training materials

**Minimum Education**

Analyst I possesses a Bachelor’s Degree in Business, Computer Science, Communications or Engineering or five (5) years of related experience.

**Subject Matter Expert I**

**General Experience**

Subject Matter Expert I possesses at least nine (9) years of relevant strategic consulting experience and skills.

**Functional Responsibility**

Subject Matter Expert I possess best practices expertise across industries and have deeply specialized skills in measuring client business performance, market analysis, and/or strategic visioning.

They are qualified to perform tasks such as:

- Oversee all aspects of large, complex, integration projects to ensure solution delivery
- Counsel senior executives on personal leadership strengths and challenges
• Provide thought leadership to engagement teams in formulating strategy
• Predict issues and challenges impacting the client’s business
• Develop creative and cutting edge solutions representing state of the art applications of best practices to unique customer needs

**Minimum Education**

Subject Matter Expert I possesses either a Masters in Business, Computer Science, Communications or Engineering, or ten (10) years of related experience.

**Subject Matter Expert II**

**General Experience**

Generally over 10 years experience in performing sophisticated hypothesis-driven analysis; possess significant knowledge of an industry such as automotive, health and pharmaceuticals, transportation, energy/utilities, communications, financial services, or consumer/media.

**Functional Responsibility**

- Thought: Generates key hypotheses and identifies data requirements
- Leadership: Gathers and leverages required facts and information
- Analysis: Develops integrated conclusions and insights; Implements actions in support of defined agenda and project objectives
- Value: Document sources and assumptions while communicating linkages of work modules to the larger assignment objectives

**Minimum Education**

MBA or other graduate degrees. Some hold PhD qualifications in economics, finance, organizational development, or other business-related specialties

**Subject Matter Expert III**

**General Experience**

Generally over 12 years of broad multi-client/industry experience in the industry areas of automotive, health and pharmaceuticals, transportation, energy/utilities, communications, financial services, or consumer/media; Specialist in at least one functional area such as Business Strategy, Manufacturing and Supply Chain Strategy, IT Architecture Strategy, Platform Strategy, Go-to Market Effectiveness, Global Sourcing Strategy, or Innovation Strategy

**Functional Responsibility**

- Thought: Designs and oversees key analytic tasks and tests results
- Leadership: Leads efforts to obtain complex data sets; identifies conflicting themes and objectives
- Analysis: Synthesizes findings and develops recommendations
- Value: Builds a comprehensive program to support real and lasting change and ensures knowledge transfer of relevant subject matter
Minimum Education
MBA or other graduate degrees. Some hold PhD qualifications in economics, finance, organizational development, or other business-related specialties

Subject Matter Expert IV

General Experience
Generally over 15 years of extensive client/industry experience; Specialist in multiple functional/industry domains; Demonstrated leadership of consulting engagements in areas such as Business Strategy, Manufacturing and Supply Chain Strategy, IT Architecture Strategy, Platform Strategy, Go-to Market Effectiveness, Global Sourcing Strategy, and Innovation Strategy

Functional Responsibility
- Thought: Defines agenda and project objectives
- Leadership: Drives content and provides thought leadership. Manages execution of multiple, rapid hypothesis based fact finding efforts; Balances potentially conflicting themes and objectives
- Analysis: Generates innovative approaches to address business problems
- Value: Ensures that appropriate structure is in place to support real and lasting change

Minimum Education
MBA or other graduate degrees. Some hold PhD qualifications in economics, finance, organizational development, or other business-related specialties

Business Process Specialist I

General Experience
Minimum of five years of experience in documenting business process; analysis of flow of information and decision making; evaluating process compliance with contract or program regulations; tracking changes in business process; recommending changes in the business process for improved productivity; and coordinating with planning, management, and IT professionals.

Functional Responsibility
Maintains an up-to-date record of business process, helps determine the areas that need modifications to meet the program objectives, facilitates in creating decision making models, reviews best practices among similar organizations, and helps establish goals in improved productivity.

Minimum Education
Business degree with Computer Science training.
Program Manager I

General Experience
Minimum of ten years of experience is required, of which eight years must be specialized in a relevant field of endeavor. Experience required includes overall program development from inception to execution/completion, and demonstrated ability to provide in-depth assessment and advice in myriad tasks across several functional areas and may include the use of multiple technologies.

Functional Responsibility
Responsible for success of the program to meet the client requirements, identify program risks, oversee elimination and mitigation of risks, provide oversight to the program team, coordinate changes to the program and coordinate with other project and technical specialists.

Minimum Education
MS or MA Degree desired; BS or BA Degree required

Quality Auditor/Inspector

General Experience
Minimum of five years’ experience in auditing building systems, quality systems, business processes and compliance in the single family or multifamily housing properties; applying building codes, reviewing records, data, and sample test results; conducting interviews; evaluating root causes; and evaluation of corrective actions.

Functional Responsibility
Participates in quality audit (process audit, systems audit, or product audit), follows audit plan, collects all data, analyzes the data, helps develop findings, analyzes root cause, evaluates the follow-up and corrective actions, and assists in presentation of findings.

Minimum Education
Bachelor Degree, certification as a Quality Auditor
Senior Quality Auditor/Inspector

General Experience
Minimum of ten years of experience in auditing building systems, quality systems, business processes for compliance in the single family and multifamily housing properties. This position must have knowledge of building codes, quality systems, root cause analysis, process audit, sampling, and developing audit reports that will withstand legal scrutiny.

Functional Responsibility
Conducts as a team leader of an audit team, develops an audit plan, organizes and collects data, interviews people, verifies compliance with regulatory requirements, compiles findings and conducts exit interviews to finalize reports, reviews responses, and recommends follow-up or enforcement actions.

Minimum Education
Architecture or Engineering Degree and certification as a Quality Auditor.
Labor Category Descriptions
SIN: 54151S

**Database Administrator I**

**General Experience**
Database Administrator I possesses at least three (3) years of related experience.

**Functional Responsibility**
Database Administrator I provides technical expertise for the production of detailed database designs and design documentation, including data models, and data flow diagrams. Evaluates and configures DBMS products to match user requirements with system capabilities. Determines file organization, indexing methods, and security procedures for system databases. Plans coordinates conversion and migration of existing (or legacy) databases to state of the art DBMS's.

**Minimum Education**
Database Administrator I possesses either a Bachelor’s Degree in Business, Computer Science, Communications or Engineering.

**Database Administrator III**

**General Experience**
Database Administrator III possesses at least ten (10) years of related experience.

**Functional Responsibility**
Database Administrator III provides technical expertise for the production of detailed database designs and design documentation, including data models, and data flow diagrams. Evaluates and configures DBMS products to match user requirements with system capabilities. Determines file organization, indexing methods, and security procedures for system databases. Plans coordinates conversion and migration of existing (or legacy) databases to state of the art DBMS's.

**Minimum Education**
Database Administrator III possesses either a Bachelor’s Degree in Business, Computer Science, Communications or Engineering.
**Data Analyst I**

**General Experience**
Data Analyst I possesses at least three (3) years of related experience.

**Functional Responsibility**
Data Analyst I ensures efficient operation of a multicomputer site that supports database administration, analysis, and report production, data dictionary administration, and system development. Performs database administration, backups, and recoveries, and works with users to resolve database questions or problems. Coordinates systems resource availability with database analysts, system and application programmers, and other users. Provides advice and assistance to users on equipment operations. Maintains and updates databases and data dictionaries. May provide assistance to less experienced database administrators.

**Minimum Education**
Data Analyst I possesses either a Bachelor’s Degree in Business, Computer Science, Communications or Engineering.

**Data Analyst III**

**General Experience**
Data Analyst III possesses at least ten (10) years of related experience.

**Functional Responsibility**
Data Analyst III plans and participates in the analysis and evaluation of expressed user needs for application system support. Establishes system requirements in terms of objectives, functions to be served, and expectations of users and management. Plans and participates in the analysis and evaluation of existing application systems in response to requests for changes and modifications to meet new and level application system analysis and design. Reviews systems enhancements documentation prior to installation. Assures conformance with configuration management and quality assurance. Specialized capabilities include requirements definition, conducting JAD, RAD sessions, development of requirements and design documentation, change management, business management techniques, organizational development, and information engineering.

**Minimum Education**
Data Analyst III possesses either a Bachelor’s Degree in Business, Computer Science, Communications or Engineering.

**IT Analyst II**

**General Experience**
IT Analyst II possesses at least six (6) years of related experience in Information Technology of which 4 years must be specialized including protocol analysis, communication network system design and maintenance, and knowledge of communication protocols and devices such as bridges, routers and
gateways. General experience in Information Technology includes aspects of communication networks planning, installation and support.

**Functional Responsibility**

IT Analyst II, under general supervision, performs duties such as site surveys, architecture design, system evaluation, system analysis, and infrastructure assessment. Performs duties on tasks that require expertise in system/processor architecture, wired for management baseline, desktop management interface, SNMP, client/server architecture, operating systems, software applications, network protocols, routers, switches, remote access servers, and firewalls.

**Minimum Education**

IT Analyst II possesses either a Bachelor’s Degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

**IT Engineer III**

**General Experience**

IT Engineer III possesses at least eight (8) years of related systems engineering experience.

**Functional Responsibility**

IT Engineer III is a top-level technical expert responsible for design and development of a client/server environment. Develops strategy of client/server system and the design infrastructure necessary to support that strategy. Advises on selection of technological purchases with regards to processing, data storage, data access, and applications development. Sets standards for the client/server relational database structure for the organization (SQL, ORACLE, SYBASE, etc.). Advises of feasibility of potential future projects to management.

**Minimum Education**

IT Engineer III possesses either a Bachelor’s Degree in Computer Science, Engineering or a related technical discipline, or the equivalent combination of education, technical training, or work/military experience.
**IT Security Analyst III**

**General Experience**
IT Security Analyst III possesses at least eight (8) years of related experience.

**Functional Responsibility**
IT Security Analyst III provides support for difficult analysis and evaluation assignments. Has the ability to provide analysis and consulting to management level personnel. Performs analysis and evaluation of existing or proposed processes, applications, systems, or software. Performs, and/or may direct, project planning, scope, control, management, tracking, or review. May perform functional requirements gathering for projects, to include security requirements. Performs analysis and evaluation throughout the process, application, system, or software development life-cycle which includes, but is not limited to: planning, requirements, design, acquisition, development, integration, installation/deployment, performance tuning, testing, or training. Performs, or may direct, document development/preparation at various stages of a project life-cycle (e.g., planning through implementation) to detail analysis results and solution recommendations. Assists with testing to support the project life-cycle, as applicable. Uses methodologies, modeling/estimating techniques, tools, applications, systems, software, or databases at advanced levels to perform assigned tasks.

**Minimum Education**
IT Security Analyst III possesses either a Bachelor’s Degree in Business, Computer Science, or Engineering.

**Project Manager II**

**General Experience**
Project Manager II possesses either a Bachelor’s Degree in Business, Computer Science, Information Systems, Engineering, or a related field or have equivalent work experience and have two to five (2-4) years of experience managing/leading project teams and related work experience and skills.

**Functional Responsibility**
Project Manager II is responsible for the oversight and day to day management of a project team. They are responsible for independently planning and overseeing the execution of all project activities. This will include all applicable project management activities during the initiation, planning, execution, monitoring/controlling, and close out phases as well any related project deliverables. They will also be responsible for managing the project team and coordinating work efforts amongst them in support of completing the project.

**Minimum Education**
Project Manager II possesses either a Bachelor’s Degree in Business, Computer Science, Information Systems, Engineering, or a related field or have equivalent work experience. They have a complete understanding of project management best practices and have successfully completed at least one course providing formal training in project management or have equivalent experience.
**Project Manager III**

**General Experience**
Project Manager III possesses either an undergraduate or graduate degree in Business, Computer Science, Information Systems, Engineering, or a related field and have three to seven (3-7) years of experience managing/leading project teams and related work experience and skills.

**Functional Responsibility**
Project Manager III is responsible for the oversight and day to day management of a project team. They are responsible for independently planning and overseeing the execution of all project activities. This will include all applicable project management activities during the initiation, planning, execution, monitoring/controlling, and close out phases as well any related project deliverables. They will also be responsible for managing the project team and coordinating work efforts amongst them in support of completing the project.

**Minimum Education**
Project Manager III possesses either an undergraduate or graduate college degree in Business, Computer Science, Information Systems, Engineering, or a related field. They have a complete understanding of project management best practices and have successfully earned at least one recognized project management certification.

**Project Manager IV**

**General Experience**
Project Manager IV possesses either an undergraduate or graduate degree in Business, Computer Science, Information Systems, Engineering, or a related field and have seven (7) or more years of experience managing/leading project teams and related work experience and skills.

**Functional Responsibility**
Project Manager IV is responsible for the oversight and day to day management of a project team. They are responsible for independently planning and overseeing the execution of all project activities. This will include all applicable project management activities during the initiation, planning, execution, monitoring/controlling, and close out phases as well any related project deliverables. They will also be responsible for managing the project team and coordinating work efforts amongst them in support of completing the project.

**Minimum Education**
Project Manager III possesses either an undergraduate or graduate college degree in Business, Computer Science, Information Systems, Engineering, or a related field. They have a complete understanding of project management best practices and have successfully earned at least one recognized project management certification.

**Software Developer II**

**General Experience**
Software Developer II possesses either a Bachelor’s Degree in Business, Computer Science,
Software Developer II possesses either a Bachelor’s Degree in Business, Computer Science, Engineering, or a related field with four (4) to seven (7) of experience or ten (10) years of related experience and skills.

Functional Responsibility
Software Developer II develops and modifies assigned software program(s), which may be linked to several other programs, by translating detailed program flowcharts and documentation. Recognizes the interactions of other related programs and hardware. Additionally, they solve conventional programming problems and implement modifications. Responsibilities include, but are not limited to:

- Creates and updates relevant documentation
- Designs and implements modifications to the files and records within the program
- Works independently but with the project manager, business, and design team to address actual and possible risks/issues
- Adheres to standard programming procedures
- Resolves problems and deviations according to established practices
- May work on complex programs under close supervision

Minimum Education
Software Developer II possesses either a Bachelor’s Degree in Business, Computer Science, Engineering, or a related field with four (4) to seven (7) of experience or ten (10) years of related experience and skills.

Software Developer III

General Experience
Software Developer III possesses either a Bachelor’s Degree in Business, Computer Science, Engineering, or a related field with eight (8) to eleven (11) of experience or fifteen (15) years of related experience and skills.

Functional Responsibility
Software Developer III develops and modifies assigned software program(s), which may be linked to several other programs, by translating detailed program flowcharts and documentation. Recognizes the interactions of other related programs and hardware. May participate in solution design and development meetings. Additionally, they solve conventional programming problems and implement modifications. Responsibilities include, but are not limited to:

- Reviews and updates relevant documentation
- Designs and implements modifications to the files and records within the program
- Works independently but with the project manager, business, and design team to address actual and possible risks/issues
- Resolves problems and deviations according to established practices
- May supervise junior programmers on complex programs

Minimum Education
Software Developer III possesses either a Bachelor’s Degree in Business, Computer Science, Engineering, or a related field with eight (8) to eleven (11) of experience or fifteen (15) years of related experience and skills.
Software Developer IV

General Experience
Software Developer IV possesses either a Bachelor’s Degree in Business, Computer Science, Engineering, or a related field with twelve (12) or more years of experience or eighteen (18) years of related experience and skills.

Functional Responsibility
Software Developer III develops and modifies assigned software program(s), which may be linked to several other programs, by translating detailed program flowcharts and documentation. Recognizes the interactions of other related programs and hardware. May participate in solution design and development meetings. Additionally, they solve conventional programming problems and implement modifications. Responsibilities include, but are not limited to:

- Reviews and updates relevant documentation
- Designs and implements modifications to the files and records within the program
- Works independently but with the project manager, business, and design team to address actual and possible risks/issues
- Resolves problems and deviations according to established practices
- May supervise junior programmers on complex programs

Minimum Education
Software Developer IV possesses either a Bachelor’s Degree in Business, Computer Science, Engineering, or a related field with twelve (12) or more years of experience or eighteen (18) years of related experience and skills.
**Solution Architect I**

**General Experience**
Solution Architect I possesses either a Bachelor’s Degree in Business, Computer Science, Engineering, or a related field with twelve (12) or more years of experience or eighteen (18) years of related experience and skills. At least one year of work on an emerging technologies project in the past three years is required. A Masters degree is preferred.

**Functional Responsibility**
Solution Architect I leads a team of engineers, architects, and analysts to ensure adherence to quality standards and reviews enterprise and solution architecture deliverables. Additionally, they provide technical and analytical guidance to enterprise and solution development architecture team. Directs and participates in high-level enterprise architecture analysis, evaluation, design, integration, documentation, and development. Also they apply high-level business and technical principles and methods to very difficult technical problems to arrive at creative engineering solutions. Finally, they provide recommendations and take action to direct the analysis and solutions of problems. Solution Architect I also possesses extensive knowledge of and hands-on experience with the Business Enterprise Architecture and Enterprise Transition Plan, Service Oriented Architecture, and the Business Mission Area Federation Strategy and Roadmap.

**Minimum Education**
Solution Architect I possesses either a Bachelor’s Degree in Business, Computer Science, Engineering, or a related field with twelve (12) or more years of experience or eighteen (18) years of related experience and skills. A Masters degree is preferred.

**Solution Architect II**

**General Experience**
Solution Architect II possesses either a Bachelor’s Degree in Business, Computer Science, Engineering, or a related field with thirteen to fifteen (13-15) years of experience or eighteen (18) years of related experience and skills. At least one year of work on an emerging technologies project in the past two years is required. A Masters degree is preferred.

**Functional Responsibility**
Solution Architect II leads a team of engineers, architects, and analysts to ensure adherence to quality standards and reviews enterprise and solution architecture deliverables. Additionally, they provide technical and analytical guidance to enterprise and solution development architecture team. Directs and participates in high-level enterprise architecture analysis, evaluation, design, integration, documentation, and development. Also they apply high-level business and technical principles and methods to very difficult technical problems to arrive at creative engineering solutions. Finally, they provide recommendations and take action to direct the analysis and solutions of problems. Solution Architect II also possesses extensive knowledge of and hands-on experience with the Business Enterprise Architecture and Enterprise Transition Plan, Service Oriented Architecture, and the Business Mission Area Federation Strategy and Roadmap.
Minimum Education
Solution Architect II possesses either a Bachelor’s Degree in Business, Computer Science, Engineering, or a related field with thirteen to fifteen (13-15) years of experience or eighteen (18) years of related experience and skills. At least one year of work on an emerging technologies project in the past two years is required. A Masters degree is preferred.

Solution Architect III

General Experience
Solution Architect III possesses either a Bachelor’s Degree in Business, Computer Science, Engineering, or a related field with over fifteen (15+) years of experience or eighteen (18) years of related experience and skills. At least one year of work on an emerging technologies project in the past two years is required. A Masters degree is preferred.

Functional Responsibility
Solution Architect III leads a team of engineers, architects, and analysts to ensure adherence to quality standards and reviews enterprise and solution architecture deliverables. Additionally, they provide technical and analytical guidance to enterprise and solution development architecture team. Directs and participates in high-level enterprise architecture analysis, evaluation, design, integration, documentation, and development. Also they apply high-level business and technical principles and methods to very difficult technical problems to arrive at creative engineering solutions. Finally, they provide recommendations and take action to direct the analysis and solutions of problems. Solution Architect III also possesses extensive knowledge of and hands-on experience with the Business Enterprise Architecture and Enterprise Transition Plan, Service Oriented Architecture, and the Business Mission Area Federation Strategy and Roadmap.

Minimum Education
Solution Architect III possesses either a Bachelor’s Degree in Business, Computer Science, Engineering, or a related field with over fifteen (15+) years of experience or eighteen (18) years of related experience and skills. At least one year of work on an emerging technologies project in the past two years is required. A Masters degree is preferred.

Subject Matter Expert I

General Experience
Subject Matter Expert I possesses at least ten (10) years of related experience in systems engineering, acquisition, professional, technical and/or management relating to program management/planning, systems integration, network management, information systems management, program documentation, and/or database management. Should have demonstrated responsibility in management direction, effective communications with higher authorities as well as client personnel, and the ability to work independently on major tasks.

Functional Responsibility
Subject Matter I directs the work of engineers, analysts and administrative staff, and review and approve
work performed by supporting personnel.

**Minimum Education**

Subject Matter Expert I possesses either a Bachelor’s Degree in Business, Computer Science, Communications or Engineering.

**Subject Matter Expert II**

**General Experience**

Subject Matter Expert II possesses at least fifteen (15) years of related experience in systems engineering, applications, administration, acquisition, professional, technical and/or management relating to program management/planning, systems integration, network management, information systems management, program documentation, and/or database management. Should have demonstrated responsibility in management direction, effective communications with higher authorities as well as client personnel, and the ability to work independently on major tasks.

**Functional Responsibility**

Subject Matter I directs the work of engineers, analysts and administrative staff, and review and approve work performed by supporting personnel.

**Minimum Education**

Subject Matter Expert II possesses either a Bachelor’s Degree in Business, Computer Science, Communications or Engineering. Advanced certifications or education in a relevant field is preferred.
Subject Matter Expert III

General Experience
Subject Matter Expert III possesses at least twenty (20) years of related experience in systems engineering, applications, administration, acquisition, professional, technical and/or management relating to program management/planning, systems integration, network management, information systems management, program documentation, and/or database management. Should have demonstrated responsibility in management direction, effective communications with higher authorities as well as client personnel, and the ability to work independently on major tasks.

Functional Responsibility
Subject Matter Expert III directs the work of engineers, analysts and administrative staff, and review and approve work performed by supporting personnel.

Minimum Education
Subject Matter Expert III possesses either a Bachelor’s Degree in Business, Computer Science, Communications or Engineering. Advanced certifications or education in a relevant field is preferred.

Technical Writer II

General Experience
Technical Writer II possesses at least seven (7) years of related experience.

Functional Responsibility
The Technical Writer II writes, in clear and concise language, such technical documents as procedure manuals, service manuals, and related technical publications concerned with installation, operation, and maintenance of electronic, electrical, mechanical, and other equipment. Includes writing such technical documentation as operational specifications, bulletins, articles, and marketing publications. Acquires or verifies knowledge of subject by interviewing workers engaged in developing new products and services or in making improvements, observing performance of experiments and methods of production, referring to blueprints, sketches, engineering drawings and notes, trade and engineering journals, rewrites of articles, bulletins, manuals, or similar publications.

Minimum Education
Technical Writer II possesses either a Bachelor’s Degree in English Composition, Business, Computer Science, Communications or Engineering.