

# **GENERAL SERVICES ADMINISTRATION**

## **Federal Supply Service** *Authorized Federal Supply Schedule Price List*

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: [GSAAdvantage.gov](http://GSAAdvantage.gov).

### **Multiple Award Schedule (MAS)**

FSC Group: Professional Services and Information Technology  
Contract Number: 47QRAA18D007R

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

Contract Period: April 9, 2018 through April 8, 2023  
Pricelist current as of Modification: #PS-0016 effective September 15, 2022



**Contractor:** Abaco Strategy LLC  
107 Harrison St NE, Leesburg, VA 20176-2309

**Telephone:** 703-231-3403

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**Contract Administration:** Estefania Arregui-Gómez, PMP, CSM, CPP, ITILv3

**Business Size:** Women Owned Business, Women Owned Small Business, Economically Disadvantage Women-Owned Small Business, Small Disadvantaged Business, Hub-Zone Small Business

*Prices Shown Herein are Net (discount deducted)*

**CUSTOMER INFORMATION**

1a. Table of Awarded Special Item Numbers with appropriate cross-reference to item descriptions and awarded prices:

SIN	SIN Description	Cooperative Purchasing	Disaster Recovery
54151S	Information Technology Professional Services	Yes	Yes
541611	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services	No	Yes
OLM	Order Level Materials	NOTE: When used in conjunction with a Cooperative Purchasing eligible SIN, this SIN is Cooperative Purchasing Eligible.	Yes

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. **Service pricing are listed below.**

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. **Service pricing are listed below.**

2. Maximum order:

SINs	Maximum Order
54151S	\$500,000.00
541611	\$1,000,000.00
OLM	\$250,000.00

3. Minimum order: **\$100.00**

4. Geographic coverage (delivery area): **Domestic**

5. Points of production: **Same as Contractor**

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

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: **None**
- 10a. Time of Delivery: **Specified on the Task Order**
- 10b. Expedited Delivery: **Contact Contractor**
- 10c. Overnight and 2-day delivery: **Contact Contractor**
- 10d. Urgent Requirements: **Contact Contractor**
11. F.O.B Points: **Destination**
- 12a. Ordering Address: **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: **Same as company address**
14. Warranty provision: **Contractor's standard commercial warranty.**
15. Export Packing Charges: **N/A**
16. Terms and conditions of rental, maintenance, and repair: **N/A**
17. Terms and conditions of installation: **N/A**
- 18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices: **N/A**
- 18b. Terms and conditions for any other services: **N/A**
19. List of service and distribution points: **N/A**
20. List of participating dealers: **N/A**
21. Preventive maintenance: **N/A**
- 22a. Special attributes such as 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. contractor's website or other location.) The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/).
23. Unique Entity Identifier (UEI) number. **HNK1ACJQTK73**
24. Notification regarding registration in System for Award Management (SAM) database: **Registered**

## AUTHORIZED PRICELIST – FINAL PRICING

The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.

SIN	Labor Category	Min EDU	Min Years	Facility	9/15/22- 4/8/2023
					Price Offered to GSA (including IFF)
541611	Administrative Clerk I**	High School	0	Both	\$27.89
541611	Administrative Clerk II**	High School	1	Both	\$31.42
541611	Administrative Clerk III**	High School	2	Both	\$36.09
541611	Business Analyst III	Bachelors	5	Both	\$99.20
541611	Business Analyst IV	Bachelors	6	Both	\$107.83
541611	Business Analyst V	Bachelors	8	Both	\$116.46
541611	Business Process Consultant III	Bachelors	5	Both	\$119.04
541611	Business Process Consultant IV	Bachelors	6	Both	\$138.03
541611	Business Process Specialist V	Bachelors	8	Both	\$155.27
541611	Cost Analyst II	Bachelors	5	Both	\$117.65
541611	CPIC SME II	Bachelors	7	Both	\$129.73
541611	CPIC SME IV	Bachelors	12	Both	\$242.95
541611	Data Entry Operator I**	High School	0	Both	\$29.77
541611	Data Entry Operator II**	High School	2	Both	\$32.50
541611	Project Coordinator	Bachelors	3	Both	\$89.00
541611	Project Manager, Document Management	Bachelors	7	Both	\$124.22
541611	Quality Consultant I	Associates	5	Both	\$89.32
541611	SME III	Bachelors	5	Both	\$204.32
54151S	Agile SME	Bachelors	8	Both	\$160.09
54151S	Computer Security System Specialist	Bachelors	5	Both	\$135.12
54151S	Computer Systems Analyst SME	Bachelors	12	Both	\$189.40
54151S	Data Security Specialist	Bachelors	3	Both	\$103.78
54151S	Enterprise Architect	Bachelors	10	Both	\$159.23
54151S	Information Engineer SME	Bachelors	8	Both	\$190.88
54151S	Information System Security Officer (ISSO)	Bachelors	5	Both	\$94.29
54151S	Systems Architect II	Bachelors	8	Both	\$158.41
54151S	Technical Writer III	Bachelors	5	Both	\$81.95
54151S	Technical Writer IV	Bachelors	6	Both	\$99.20
54151S	Technical Writer V	Bachelors	8	Both	\$107.83
54151S	Technical Writer/Editor	Bachelors	5	Both	\$101.64
541611	Business Analyst	Bachelors	5	Customer Facility	\$99.22

SIN	Labor Category	Min EDU	Min Years	Facility	9/15/22- 4/8/2023
					Price Offered to GSA (including IFF)
541611	Document Specialist**	High School Diploma	1	Customer Facility	\$52.85
541611	Functional Analyst II	Bachelors	6	Customer Facility	\$106.77
541611	Functional Analyst II - SharePoint Compliance	Bachelors	5	Customer Facility	\$106.77
541611	Functional Specialist - 1	Bachelors	3	Customer Facility	\$106.78
541611	Functional Specialist - 2	Bachelors	6	Customer Facility	\$139.12
541611	IMS Scheduler	Bachelors	5	Customer Facility	\$124.02
541611	Management Consultant III	Bachelors	8	Customer Facility	\$214.62
541611	Sr. Consultant	Bachelors	7	Customer Facility	\$133.46
541611	Training Specialist	Bachelors	3	Customer Facility	\$91.67
541611	Transition Manager	Bachelors	8	Customer Facility	\$127.26
54151S	.Net Developer	Bachelors	3	Customer Facility	\$108.93
54151S	Applications Systems Developer III	Bachelors	5	Customer Facility	\$121.68
54151S	Business Consultant	Bachelors	5	Customer Facility	\$121.04
54151S	Database Architect/Analyst	Bachelors	8	Customer Facility	\$162.96
54151S	Document Management Specialist	Bachelors	3	Customer Facility	\$113.27
54151S	Enterprise Document Management Architect	Bachelors	8	Customer Facility	\$194.85
54151S	Program Manager II	Bachelors	10	Customer Facility	\$162.96
54151S	Project Manager	Bachelors	7	Customer Facility	\$127.27
54151S	Rational Jazz System Administrator	Bachelors	3	Customer Facility	\$106.77
54151S	SAS Administrator	Bachelors	2	Customer Facility	\$106.77
54151S	Security Analyst III	Bachelors	5	Customer Facility	\$139.00
54151S	Security Architect	Bachelors	8	Customer Facility	\$200.49

SIN	Labor Category	Min EDU	Min Years	Facility	9/15/22- 4/8/2023
					Price Offered to GSA (including IFF)
54151S	Security Technical Writer	Bachelors	5	Customer Facility	\$106.77

**\*\* Service Contract Labor Standards Matrix:**

SCLS Eligible Contract Labor Category/Fixed Price Service	SCLS Equivalent Code Title	WD Number
Administrative Clerk I**	01111 - General Clerk I	2015-4719
Administrative Clerk II**	01112 - General Clerk II	2015-4719
Administrative Clerk III**	01113 - General Clerk III	2015-4719
Data Entry Operator I**	01051 - Data Entry Operator I	2015-4719
Data Entry Operator II**	01052 - Data Entry Operator II	2015-4719
Document Specialist**	13061 - Media Specialist I	2015-4281

The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (\*\*) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).

**LABOR CATEGORY DESCRIPTIONS**

**Title:** Administrative Clerk I\*\*

**Applicable SIN:** 541611

**Functional Responsibilities:** Follows clearly detailed specific procedures in completing several repetitive clerical steps performed in a prescribed or slightly varied sequence, such as coding and filing documents in an extensive alphabetical file; could involve simple posting to individual accounts, opening mail, calculating and posting charges to departmental accounts, operating basic office equipment, e.g., photocopier, facsimile, multi-line phone/voicemail systems, mailing machines, and minimal computer programs. Little or no subject-matter knowledge is required, but the clerk uses his or her own judgment in choosing the proper procedure for each task.

**Minimum Required Education:** High School Diploma or GED

**Minimum Required Relevant Experience:** None

**Title:** Administrative Clerk II\*\*

**Applicable SIN:** 541611

**Functional Responsibilities:** Requires familiarity with the terminology of the office unit. Selects appropriate methods from a wide variety of procedures or makes simple adaptations and interpretations of a limited number of substantive guides and manuals. The clerical steps often vary in type or sequence, depending on the task. Recognized problems are referred to others. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals.

**Minimum Required Education:** High School Diploma or GED

**Minimum Required Relevant Experience:** 1 year

**Title:** Administrative Clerk III\*\*

**Applicable SIN:** 541611

**Functional Responsibilities:** Uses some subject-matter knowledge and judgment to complete assignments consisting of numerous steps varying in nature and sequence. Selects from alternative methods and refers problems not solvable by adapting or interpreting substantive guides, manuals, or procedures. Typical duties include assisting in a variety of administrative matters; maintaining a wide variety of financial or other records (stored both manually and electronically); verifying statistical reports for accuracy and completeness; compiling information; and handling and adjusting complaints. The Administrative Clerk III may also direct lower-level clerks. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals

**Minimum Required Education:** High School Diploma or GED

**Minimum Required Relevant Experience:** 2 years

**Title:** Business Analyst III

**Applicable SIN:** 541611

**Functional Responsibilities:** Provides support for the formulation of systems scope and objectives relative to the business plan and industry requirements. Determines operational objectives by studying business functions; gathering information; evaluating output requirements and formats. Analyzes business and technical processes to formulate and develop new and modified business information processing systems.

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

**Minimum Required Relevant Experience:** 5 years

**Title:** Business Analyst IV

**Applicable SIN:** 541611

**Functional Responsibilities:** Provides analysis for the formulation of systems scope and objectives relative to the business plan and industry requirements. Assists in determining operational objectives by studying business functions; gathering information; evaluating output requirements and formats. Analyzes business and technical processes to formulate and develop new and modified business information processing systems. May service in supervisory role.

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

**Minimum Required Relevant Experience:** 6 years

**Title:** Business Analyst V

**Applicable SIN:** 541611

**Functional Responsibilities:** Provides support for the formulation of systems scope and objectives relative to the business plan and industry requirements. Responsible for determining operational objectives by studying business functions; gathering information; evaluating output requirements and formats. Analyzes business and technical processes to formulate and develop new and modified business information processing systems. May have supervisory responsibilities.

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

**Minimum Required Relevant Experience:** 8 years

**Title:** Business Process Consultant III

**Applicable SIN:** 541611

**Functional Responsibilities:** Assists in acquiring subject knowledge by interviewing product developers, observing performance of production methods, referring to technical specifications, blueprints, engineering illustrations, and trade journals. May conduct quality review of materials. Assists in translating data into user-friendly text for print and electronic publications, such as technical journals, user and training manuals, government proposals, websites and podcasts. Gathers information through research, statistical reports and interviews with technical staff.

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

**Minimum Required Relevant Experience:** 5 years

**Title:** Business Process Consultant IV

**Applicable SIN:** 541611

**Functional Responsibilities:** Acquires subject knowledge by interviewing product developers, observing performance of production methods, referring to technical specifications, blueprints, engineering illustrations, and trade journals. Conducts quality review of materials. Translates data into user-friendly text for print and electronic publications, such as technical journals, user and training manuals, government proposals, websites and podcasts. Assists in gathering information through research, statistical reports and interviews with technical staff.

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

**Minimum Required Relevant Experience:** 6 years

**Title:** Business Process Specialist V

**Applicable SIN:** 541611

**Functional Responsibilities:** Oversees and acquires subject knowledge by interviewing product developers, observing performance of production methods, referring to technical specifications, blueprints, engineering illustrations, and trade journals. Responsible for quality review of materials. Oversees translation of data into user-friendly text for print and electronic publications, such as technical journals, user and training manuals, government proposals, websites and podcasts. Gathers information through research, statistical reports and interviews with technical staff. May have supervisory role.

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

**Minimum Required Relevant Experience:** 8 years

**Title:** Cost Analyst II

**Applicable SIN:** 541611

**Functional Responsibilities:** Develops, maintains, enhances, and/or manages multiple project schedules. Helps to estimate project activity times and durations and sequences and optimizes project activities to best meet goals and objectives.

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

**Minimum Required Relevant Experience:** 5 years

**Title:** CPIC SME II

**Applicable SIN:** 541611

**Functional Responsibilities:** Provides a systematic approach to investment management in three distinct phases: select, control, and on-going evaluation, to ensure each investment's objectives support the business and mission needs. Evaluates project issues, risks, and concerns and develops corrective actions and risk mitigation strategies. Analyzes project workflow, organizational structures, and other planning activities.

Applies business process improvement practices to reengineer methodologies/principles and business process modernization projects. Applies, as appropriate, activity and data modeling, transaction flow analysis, internal control and risk analysis and modern business methods and performance measurement techniques.

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

**Minimum Required Relevant Experience:** 7 years

**Title:** CPIC SME IV

**Applicable SIN:** 541611

**Functional Responsibilities:** Provides a systematic approach to investment management in three distinct phases: select, control, and on-going evaluation, to ensure each task order investment objective supports the business and mission needs. Leads the evaluation of CPICs throughout CPIC open season as well as new submissions throughout the year. Evaluates project issues, risks, and concerns and develops corrective actions and risk mitigation strategies. Analyzes project workflow, organizational structures, and other planning activities. Applies business process improvement practices to reengineer methodologies/principles and business process modernization projects. Applies, as appropriate, activity and data modeling, transaction flow analysis, internal control and risk analysis and modern business methods and performance measurement techniques. Provides CPIC mentoring to team members. Stays abreast of changes to support regulatory compliance.

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

**Minimum Required Relevant Experience:** 12 years

**Title:** Data Entry Operator I\*\*

**Applicable SIN:** 541611

**Functional Responsibilities:** Works under close supervision and follows specific procedures or detailed instructions. Works from various standardized source documents that have been coded and require little or no selecting, coding, or interpreting of data. Problems such as erroneous items and codes, or missing information are resolved at the supervisory level. Work is routine and repetitive.

**Minimum Required Education:** High School Diploma or GED

**Minimum Required Relevant Experience:** None

**Title:** Data Entry Operator II\*\*

**Applicable SIN:** 541611

**Functional Responsibilities:** Follows specific procedures or detailed instructions. Works from various standardized source documents that have been coded and require little or no selecting, coding or interpreting

of data. Problems such as erroneous items and codes, or missing information are resolved at the supervisory level. Work is routine and repetitive.

**Minimum Required Education:** High School Diploma or GED

**Minimum Required Relevant Experience:** 2 years

**Title:** Project Coordinator

**Applicable SIN:** 541611

**Functional Responsibilities:** Provides general, holistic support to project management to include providing recommendations to ensure the effective operations for various project tasks. Assists in the formulation and definition of project scope and plans and facilitate team to identify solution options, feasibility, and determine best viable options. Participates in improving internal and external processes to increase efficiencies and resolve problems.

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

**Minimum Required Relevant Experience:** 3 years

**Title:** Project Manager, Document Management

**Applicable SIN:** 541611

**Functional Responsibilities:** Provides direction and supervision of support resources for the performance of project assignments and activities. Interfaces with all areas affected by the project including end users, IT support, and client services. Defines project scope and objectives. Develops detailed work plans, schedules, project estimates, resource plans, and status reports.

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

**Minimum Required Relevant Experience:** 7 years

**Title:** Quality Consultant I

**Applicable SIN:** 541611

**Functional Responsibilities:** Ensures products and/or services comply with quality standards set by the industry. Supports performance improvement initiatives to promote a culture of safety in all clinical area and disciplines. Uses and develops appropriate tools and strategies to analyze and present in the area of performance improvement.

**Minimum Required Education:** Associates Degree

**Minimum Required Relevant Experience:** 5 years

**Title:** SME III

**Applicable SIN:** 541611

**Functional Responsibilities:** Provides management, organizational, and business improvement subject matter expertise to include visioning, business strategy planning, information strategy planning, quality management, organizational design/efficiency, business analyses, and business transformation. Can serve as the Project Manager.

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

**Minimum Required Relevant Experience:** 5 years

**Title:** Agile SME

**Applicable SIN:** 54151S

**Functional Responsibilities:** Provides guidance and instruction on Agile practices. Supports the definition of Agile processes and policies, business rules and procedures. Communicates the contexts in which the rules, processes and polices are applied.

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

**Minimum Required Relevant Experience:** 8 years

**Title:** Computer Security System Specialist

**Applicable SIN:** 54151S

**Functional Responsibilities:** Conducts assessments of threats and vulnerabilities, determines deviations from acceptable configurations, enterprise or local policy, assesses the level of risk, and develops and/or recommends appropriate mitigation countermeasures in operational and non-operational situations, including Network Mapping, Vulnerability Scanning, Phishing Assessment, Wireless Assessment, Web Application Assessment, Operating System Security Assessment (OSSA), and/or Database Assessment.

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

**Minimum Required Relevant Experience:** 5 years

**Title:** Computer Systems Analyst SME

**Applicable SIN:** 54151S

**Functional Responsibilities:** Develops project plans, justifications, guidelines and controls. Responds to technical customer inquiries. Applies knowledge of computer concepts and techniques to develop and implement solutions to engineering, scientific, business and/or management problems. Reviews system design

for coverage of system requirements and/or system requirements are updated. Reviews system implementation to ensure it covers system design and/or system requirements and designs are updated.

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

**Minimum Required Relevant Experience:** 12 years

**Title:** Data Security Specialist

**Applicable SIN:** 54151S

**Functional Responsibilities:** Protects system(s) by defining access privileges, control structures, and resources. Recognizes problems by identifying abnormalities, reporting violations. Implements security improvements by assessing current situation; evaluating trends; anticipating requirements. Determines security violations and inefficiencies by conducting periodic audits. Upgrade system(s) by implementing and maintaining security controls. Keeps users informed by preparing performance reports, communicating system status. Maintains quality service by following organization standards.

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

**Minimum Required Relevant Experience:** 3 years

**Title:** Enterprise Architect

**Applicable SIN:** 54151S

**Functional Responsibilities:** Supports the design, development, implementation, and use of the infrastructure/environment. The Works with stakeholders toward better data and information architecture, data strategy, data governance, interface architectures, information technology solutions, and/or assessing impact of potential changes on the organization and its stakeholders. Creates business architecture models to reflect the organization's strategies and goals and creates business visions and goals. Reviews business architecture and systems processing guidance.

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

**Minimum Required Relevant Experience:** 10 years

**Title:** Information Engineer SME

**Applicable SIN:** 54151S

**Functional Responsibilities:** Designs, develops and implements solutions to meet customer needs. Gathers and organizes technical information about an organization's mission goals and needs in the strategic design process to translate security and/or business requirements into technical designs.

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

**Minimum Required Relevant Experience:** 8 years

**Title:** Information System Security Officer (ISSO)

**Applicable SIN:** 54151S

**Functional Responsibilities:** Ensures that day to day security is maintained for assigned information systems. Ensures all Information Systems (IS) are operated, maintained, and disposed of in accordance with security policies and practices. Ensures that all users have the requisite security clearances, authorization, and need-to-know, and are aware of their security responsibilities. Ensures that all users have the requisite security clearances, authorization, and need-to-know, and are aware of their security responsibilities.

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

**Minimum Required Relevant Experience:** 5 years

**Title:** Systems Architect II

**Applicable SIN:** 54151S

**Functional Responsibilities:** Provides architectural design, development, and deployment of systems. Defines system solutions based on user/client needs, cost, and required integration with existing applications, systems, or platforms. Researches, identifies, selects, and tests technology products required for solution delivery. Establishes, implements, and documents the technology integration or migration strategies. Stays on top of the industry trend and new technologies for the system architecture.

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

**Minimum Required Relevant Experience:** 8 years

**Title:** Technical Writer III

**Applicable SIN:** 54151S

**Functional Responsibilities:** Is responsible for writing, rewriting, editing technical documents such as technical procedure manuals, user manuals, programming manuals, service manuals, operational specifications, and related technical publications to communicate clearly and effectively technical specifications and instructions to a wide range of audiences. May be a supervisory role.

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

**Minimum Required Relevant Experience:** 5 years

**Title:** Technical Writer IV

**Applicable SIN:** 54151S

**Functional Responsibilities:** Provides support for writing, rewriting and/or editing technical documents such as technical procedure manuals, user manuals, programming manuals, service manuals, operational specifications, and related technical publications to communicate clearly and effectively technical specifications and instructions to a wide range of audiences.

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

**Minimum Required Relevant Experience:** 6 years

**Title:** Technical Writer V

**Applicable SIN:** 54151S

**Functional Responsibilities:** Oversees writing, rewriting, editing technical documents such as technical procedure manuals, user manuals, programming manuals, service manuals, operational specifications, and related technical publications to communicate clearly and effectively technical specifications and instructions to a wide range of audiences. Leads writing portion of task order.

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

**Minimum Required Relevant Experience:** 8 years

**Title:** Technical Writer/Editor

**Applicable SIN:** 54151S

**Functional Responsibilities:** Provides writing and/or editing of technical documents, including business proposals, reports, user manuals, briefings and presentations, functional descriptions, system specifications, guidelines, special reports, and other project deliverables to meet contract requirements. Develops outlines and drafts for review and approval by technical specialists and project management ensuring that final documents meet applicable contract requirements and regulations.

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

**Minimum Required Relevant Experience:** 5 years

**Title:** Business Analyst

**Applicable SIN:** 541611

**Functional Responsibilities:** Analyzes business goals and information requirements. Evaluates and documents business workflows, Applies business process improvement practices, as they aligned to industry standard frameworks such as PMBOK, CMMI, or ISO. Proposes business improvement opportunities and documents As-Is/To-Be process flows. Assists with market research and analyses.

**Minimum Required Education:** Bachelor's degree in Management, Business, Finance, Administration, or related field.

**Minimum Required Relevant Experience:** Five (5) years of related experience documenting business processes.

**Title:** Document Specialist\*\*

**Applicable SIN:** 541611

**Functional Responsibilities:** Organizes collections of documents, audiovisual materials, and other reference materials for convenient access. Codes, classify, and catalog, films, audiovisual aids, and other materials based on subject matter or other classification systems.

**Minimum Required Education:** High School Diploma or GED

**Minimum Required Relevant Experience:** A minimum of 1 year experience in scanning, classification and organization of items such as documents, books, films, and audiovisual aids or other related items.

**Title:** Functional Analyst II

**Applicable SIN:** 541611

**Functional Responsibilities:** Conducts program and project analysis and evaluation. Leads the analysis and evaluation of existing or proposed program/project management processes, controls, schedules, resource planning activities, and earned value assessment. Performs detailed project planning, scope, control, management, tracking, and review activities. Leads program/project management planning document development and maintenance over the program/project lifecycle. Uses methodologies, modeling/estimating techniques, and tools to satisfy customer needs and comply with industry and Government standards and directives.

**Minimum Required Education:** Bachelor's degree in Management, Business, Finance, Administration, or related field. PMP or equivalent certification preferred by not required.

**Minimum Required Relevant Experience:** Six (6) years of specialized experience assessing and evaluating project management processes, procedures, policies, standards, and guidelines utilizing project management best practices (e.g., PBMOK).

**Title:** Functional Analyst II - SharePoint Compliance

**Applicable SIN:** 541611

**Functional Responsibilities:** Coordinates the preparation of project standards, procedures, and templates. Updates documentation related to SharePoint and other project governance. Documentation may include, but is not limited to, Governance Plan, the training curriculum, the Governance Plan Summary, the internal processes and procedures documentation, communication plans, and internal status reports. Reviews reports and notifications for compliance-related violations and acts on any violations. Actions may include, but are not

limited to, updating the status of corrective actions, making recommendations, updating documentation, and/or escalating non-compliances. Acts as change agent for compliance requirements and associated compliance responsibilities. Completes compliance-related administrative actions. Conducts internal audits and reports on the results of the audits.

**Minimum Required Education:** Bachelor's degree in Management, Business, Finance, Administration, or related field.

**Minimum Required Relevant Experience:** Five (5) years of experience in the areas of project compliance, project governance, and project management. One year of specialized SharePoint experience as a power user.

**Title:** Functional Specialist - 1

**Applicable SIN:** 541611

**Functional Responsibilities:** Analyzes project business requirements. Evaluates and documents workflow, organization, and plans and develops recommended solutions. Applies business process improvement practices to reengineer methodologies and business process improvement projects. Applies activity and data modeling, transaction flow analysis, internal control and risk analysis, and modern business methods and performance measurement techniques. Constructs business improvement opportunities consistent with management guiding principles and cost saving objectives.

**Minimum Required Education:** Bachelor's degree in management, Business, Finance, Administration, or related field.

**Minimum Required Relevant Experience:** Three (3) years of experience in business management or business process improvement.

**Title:** Functional Specialist - 2

**Applicable SIN:** 541611

**Functional Responsibilities:** Responsible for analyzing business needs, identifying business problems and proposing solutions and/or risk mitigation strategies. Elicits, analyzes, communicates, and validates business rules and requirements for changes to business processes and policies. Understands business problems and opportunities in the context of the requirements and recommends solutions that enable the organization to achieve its goals. Identifies and resolves issues, manages risks, coordinates interdependencies, and gathers requirements to improve business operations, map processes (current state/future state), analyzes data, and produces documentation. Can supervise junior staff or lead a team of functional specialists.

**Minimum Required Education:** Bachelor's degree in Management, Business, Finance, Administration, or related field.

**Minimum Required Relevant Experience:** Six (6) years of experience in business management or business process improvement. Understanding of management and quality frameworks such as PMBOK, CMMI, and ISO.

**Title:** IMS Scheduler

**Applicable SIN:** 541611

**Functional Responsibilities:** Responsible for developing, maintaining, enhancing, and managing project schedules. Helps estimate project activity times and durations and sequences and optimizes project activities to meet goals and objectives. Develops schedules that span the entire project lifecycle from inception to closure. Produces comprehensive schedules in various formats and levels of detail to suit different users or audiences. Integrates the schedule with the project budgets and analyzes the validity of schedules from other parties contributing to the project. Monitors actual progress and compares it to the baseline. Reports on progress and alerts of project deviations. Conducts Schedule Impact Analysis and what-if scenarios.

**Minimum Required Education:** Bachelor's degree in Management, Business, Finance, Administration, or related field.

**Minimum Required Relevant Experience:** Five (5) years' experience with scheduling, project controls, and/or earned value analysis.

**Title:** Management Consultant III

**Applicable SIN:** 541611

**Functional Responsibilities:** Provides management, organizational, and business improvement services to include visioning, business strategy planning, information strategy planning, quality management, organizational design/efficiency, business analyses, and business transformation. Can serve as the Project Manager.

**Minimum Required Education:** Bachelor's degree in Management, Business, Finance, Administration, or related field.

**Minimum Required Relevant Experience:** Eight (8) years of experience performing and managing highly complex projects. Analyzes, plans, directs, and coordinates activities of designated projects to ensure that goals and objectives of the project are accomplished within the prescribed timeframe and funding parameters.

**Title:** Sr. Consultant

**Applicable SIN:** 541611

**Functional Responsibilities:** Assists with applying business process improvement practices to bring efficiencies to complex business problems. Provides group facilitation, interviewing, training, and provides additional forms of knowledge transfer. Acts as key coordinator between multiple project teams to ensure enterprise-wide integration of reengineering efforts. Applies appropriate activity data modeling, transaction flow analysis, and internal control and risk analysis, modern business methods and applies performance measurement techniques. Assists in establishing project lifecycle standards and procedures. Provides daily supervision and direction to staff.

**Minimum Required Education:** Bachelor's degree in business, management, or related field.

**Minimum Required Relevant Experience:** Seven (7) years of consulting experience, including business process reengineering and or project management or Governance

**Title:** Training Specialist

**Applicable SIN:** 541611

**Functional Responsibilities:** Provides the Customer with appropriate training to achieve its mission goal and maintain currency in applicable business paradigms. Conducts the research necessary to develop and revise training courses. Develops and revises these courses and prepares appropriate training catalogs. Prepares instructor materials (course outline, background material, and training aids). Prepares student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, and seminars.

**Minimum Required Education:** Bachelor's degree in Education, Management, Business, Finance, Administration, or related field.

**Minimum Required Relevant Experience:** Three (3) years of specialized experience in developing and providing functional and process training. Demonstrated ability to communicate effectively orally and in writing.

**Title:** Transition Manager

**Applicable SIN:** 541611

**Functional Responsibilities:** Acts as overall manager and administrator for transition activities for one or more delivery orders. Serves as the primary interface and point of contact with the Program Manager and customer management. Addresses project and transition issues and supervises program/project operations by developing standard operating procedures, policies, and management plans to ensure the timely, cost-efficient delivery of products and services. Responsible for monitoring and reporting progress, management of acquisition and employment of the program/project resources management and control of financial and administrative aspects of the program/project. Can act as Project Lead or Project Manager.

**Minimum Required Education:** Bachelor's degree in Management, Business, Finance, Administration, or related field.

**Minimum Required Relevant Experience:** Eight (8) years of experience managing and supervising business and administrative resources. Demonstrated ability to make recommendations relevant to resource allocation and utilization, quality control, and quality assurance. Two (2) years of specialized experienced assisting with project transitions.

**Title:** .Net Developer

**Applicable SIN:** 54151S

**Functional Responsibilities:** Creates technical solutions by designing, implementing, testing, deploying, and maintaining software applications. Core duties include defining solution objectives by analyzing user requirements, mapping the requirements to design options, evaluating the options and recommending a solution based on the customer priorities, and implementing the agreed upon solution. Applies basic knowledge of programming techniques and best practices around developing custom programs using .Net or other programming languages. Develops program specifications for writing and testing applications. Develops test data, performs thorough testing and corrections to ensure compliance with requirements. Documents applications according to Government standards and procedures

**Minimum Required Education:** BS degree in Computer science, Information science or related scientific field. Waiver for degree can be allowed with five years additional experience in this field.

**Minimum Required Relevant Experience:** Three (3) years of experience developing software. Knowledge in .NET related technologies and development environments. Knowledge of system analysis, design, and or maintenance. Excellent understanding of requirements gathering design and development of custom applications. Excellent understanding of object-oriented design concepts.

**Title:** Applications Systems Developer III

**Applicable SIN:** 54151S

**Functional Responsibilities:** Creates technical solutions by designing, implementing, testing, deploying, and maintaining software applications. Core duties include defining solution objectives by analyzing user requirements, mapping the requirements to design options, evaluating the options and recommending a solution based on the customer priorities, and implementing the agreed upon solution. Applies basic knowledge of programming techniques and best practices around developing custom code. Develops program specifications for writing and testing applications. Oversees development of test data, performs thorough testing and corrections to ensure compliance with requirements. Documents applications according to Government standards and procedures. Extensive experience in J2EE or .NET related technologies and development environments. Excellent understanding of software development lifecycle. Extensive experience in system analysis, requirements gathering, design and development of custom programs. Experience includes a broad range of assignments in technical tasks.

**Minimum Required Education:** Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, Science or other technically related discipline.

**Minimum Required Relevant Experience:** Five (5) years of experience developing software. Knowledge in .NET related technologies and development environments. Knowledge of system analysis, design, and or maintenance. Excellent understanding of requirements gathering, design and development of custom applications. Excellent understanding of object-oriented design concepts.

**Title:** Business Consultant

**Applicable SIN:** 54151S

**Functional Responsibilities:** Gather and analyze requirements under the direction of project manager or Senior Business Consultant/Analyst. Ability to recommend new business processes, guide organizations to enterprise process change, and facilitate organizational change. Is able to Gather and analyze requirements and works independently with little direction. Designs and documents requirements, use cases and business processes in a consistent and uniformed manner. Ability to recommend new business processes, guide organizations to enterprise process change, and facilitate organizational change.

**Minimum Required Education:** Bachelor's degree in IT or business disciplines.

**Minimum Required Relevant Experience:** Five (5) years of experience as a business analyst, functional analyst, or related field.

**Title:** Database Architect/Analyst

**Applicable SIN:** 54151S

**Functional Responsibilities:** Designs databases to support the development of application solutions and is responsible for the design of the data used, updated, and produced by the application. Uses data modeling to help generate application solutions. Provides competent leadership, and highly specialized and technical guidance, to complex data architectural challenges. Simultaneously plans, manages, and provides technical oversight for data architecture activities. Directs completion of tasks within estimated time frames and budget constraints. Schedules and assigns duties to subordinates and formulates and enforces work standards. Coordinates with the Program Manager, Deputy Program Manager, or Project Manager to ensure problem resolution and customer satisfaction. May serve as Task Order Manager for one or more task orders. Has extensive experience in project management and data architecture discipline(s).

**Minimum Required Education:** Bachelor's degree in Computer science, Information science or related scientific field.

**Minimum Required Relevant Experience:** Eight (8) years of related experience, including five (5) years as a database administrator or database developer.

**Title:** Document Management Specialist

**Applicable SIN:** 54151S

**Functional Responsibilities:** Works as part of a team that supports and develops applications for use against document management or information system platforms in production, test, and development environments. Writes, reviews, or executes plans for testing new or established document management or information systems. Assists in leading the design, development, and support of applications. Provides operations support of the production, test, and development of environments, including off hours support as needed. Reviews and updates project documents to ensure program standards are met and technical content is complete. Ensures Content Management (CM) and other information system standards are met. Provides custom integration implementation support on products involving software including pre-site inspection, initial installation, implementation, customization, integration and outline orientation for the customer.

**Minimum Required Education:** Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, Science or other technically related discipline.

**Minimum Required Relevant Experience:** Three (3) years of experience assisting the design, development, and support of document management applications for Documentum or other platforms.

**Title:** Enterprise Document Management Architect

**Applicable SIN:** 54151S

**Functional Responsibilities:** Acts as the main point of contact for technical customer inquiries. Is responsible for developing project plans, justifications, guidelines and controls. Applies knowledge of computer concepts and techniques to develop and implement automated solutions to engineering, scientific, or business data acquisition and management problems. Leads in implementation, design and development of software applications. Reviews and manages system design to ensure it covers system requirements and/or system requirements are updated. Reviews and manages system implementation to ensure it covers system design and/or system requirements and designs are updated. Responsible for technical roadmaps and system infrastructure including infrastructure design, implementation, and maintenance. Ability to perform system analysis and technology recommendations. Reviews team designs and implementation deliverables. Applies advanced knowledge of computer concepts, techniques and Documentum's product suite or other information platforms to design, develop and implement automated solutions to imaging, content/document management, engineering, and management problems. Is responsible for enterprise architecture planning, capacity planning, logical and physical architecture specifications, justifications guidelines, and controls. Develops alternative approaches to design, test, and evaluation techniques for solving automation problems. Ability to perform enterprise system analysis and technology recommendations.

**Minimum Required Education:** Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, Science or other technically related discipline.

**Minimum Required Relevant Experience:** Eight (8) years of experience with a minimum of three (3) years specialized experience as an architect. Excellent understanding of infrastructure, development processes, scope and requirements processes. Extensive experience with designing technical solutions in various business processes.

**Title:** Program Manager II

**Applicable SIN:** 54151S

**Functional Responsibilities:** Serves as the contract manager and administrator over the entire contract effort. Acts as the primary interface and point of contact with Government project authorities and representatives on technical and contract administration issues. Supervises project operations by developing management procedures, planning and directing project execution, monitoring and reporting progress. Manages and controls financial and administrative aspects of the project with respect to contract requirements, enforces work standards, and assigns schedules.

**Minimum Required Education:** Bachelor's Degree in a recognized technical, engineering, scientific, managerial, business, or other related discipline. PMP Certification (or equivalent)

**Minimum Required Relevant Experience:** Ten (10) years' experience including complete project development from inception to deployment with a demonstrated ability to provide guidance and direction in tasks of similar scope and complexity.

**Title:** Project Manager

**Applicable SIN:** 54151S

**Functional Responsibilities:** Serves as the central point of contact for delivery orders and interfaces with the Contracting Officers Technical Representatives. Establishes and enforces procedures to assure that all tasks are performed in accordance with applicable standards, quality requirements, estimated costs, and schedules. Coordinates development, quality assurance, configuration management, documentation support, software maintenance, and daily supervision of subordinates. Prepares reports and delivers briefings on the status of task assignments to contract management personnel and technical points of contact. Reviews work of subordinates, resolves discrepancies, prioritizes work, and accommodates changes.

**Minimum Required Education:** Bachelor's Degree in a recognized technical, engineering, scientific, managerial, business, or other related discipline.

**Minimum Required Relevant Experience:** Seven (7) years experience including complete project development from inception to deployment with a demonstrated ability to provide guidance and direction in tasks of similar scope and complexity.

**Title:** Rational Jazz System Administrator

**Applicable SIN:** 54151S

**Functional Responsibilities:** Administers Rational Jazz and/or other platforms/software to ensure balanced activity and secure environment. Makes recommendations for optimizing system operations. Ability to perform network administration tasks, perform Operation System administration, install hardware and software solutions, and execute performance evaluations.

**Minimum Required Education:** Bachelor's degree in Computer science, Information science or related scientific field. Waiver for degree can be allowed with five years additional experience in this field.

**Minimum Required Relevant Experience:** Three (3) years' experience installing and deploying Rational Jazz and other software applications on Windows and/or UNIX-based platforms, Rational Jazz Administration, network administration, Operating System administration, software configurations, and/or performance evaluations.

**Title:** SAS Administrator

**Applicable SIN:** 54151S

**Functional Responsibilities:** Administers SAS and/or other platforms/software to ensure balanced activity and secure environment. Makes recommendations for optimizing system operations. Ability to perform network administration tasks, perform Operation System administration, install hardware and software solutions, and execute performance evaluations.

**Minimum Required Education:** Bachelor's degree in Computer science, Information science or related scientific field. Waiver for degree can be allowed with five years additional experience in this field.

**Minimum Required Relevant Experience:** Two (2) years' experience installing and deploying software applications on Windows and/or UNIX-based platforms, SAS Administration, network administration, Operating System administration, software configurations, and/or performance evaluations.

**Title:** Security Analyst III

**Applicable SIN:** 54151S

**Functional Responsibilities:** Conduct assessments of threats and vulnerabilities, determines deviations from acceptable configurations, enterprise or local policy, assesses the level of risk, and develops and/or recommends appropriate mitigation countermeasures in operational and non-operational situations, including Network Mapping, Vulnerability Scanning, Phishing Assessment, Wireless Assessment, Web Application Assessment, Operating System Security Assessment (OSSA), and Database Assessment.

**Minimum Required Education:** Bachelor's degree in Computer science, Information science or related scientific field. Security+, CASP, or equivalent certification preferred.

**Minimum Required Relevant Experience:** Five (5) years of IT experience, with two (2) years of specialized experience in the areas of IT Systems security, cybersecurity, or equivalent.

**Title:** Security Architect

**Applicable SIN:** 54151S

**Functional Responsibilities:** Designs, develops, engineers, and implements integrated security system solutions that will ensure proprietary/confidential data and systems are protected. Gathers and organizes technical information about an organization's mission goals and needs, existing security products, and ongoing programs in computer security in the strategic design process to translate security and business requirements into technical designs. Configures and validates secure systems; tests security products and systems to detect security weakness. Conducts regular audits to ensure that systems are being operated securely, and computer security policies and procedures are being implemented as defined in security plans. Duties include architecture design, system/network analysis, vulnerability and risk assessments, and security assessment of hardware and software. Performs duties on tasks that require expertise in firewall, cyber, cloud computing, implementation/configuration, physical security analysis of facilities, security assessment/risk analysis, security design of local area networks and wide area networks, security analysis of network operating systems and applications, continuity of operations, planning, policy development and disaster recovery.

**Minimum Required Education:** BS degree in Computer science, Information science or related scientific field. Security+, CASP, or equivalent certification required.

**Minimum Required Relevant Experience:** Eight (8) years of IT experience, with three (3) years of specialized experience in the areas of IT Systems security, cybersecurity architecture, or equivalent.

**Title:** Security Technical Writer

**Applicable SIN:** 54151S

**Functional Responsibilities:** Analyzes and documents technical and procedural controls, including implementation statements and SOPs in accordance with the format and structure security documentation such as System Security Plan (SSP). Explains in simple language technical ideas and concepts that are difficult for the average reader to understand. Writes technical materials, such as equipment software manual, appendices, or operating and maintenance instructions. Writes white papers, Requests for Proposals, Requests for Information, and author's online content. May assist in layout work Possesses excellent research skills, mastery of written English grammar and syntax, and superior spelling skills. Must demonstrate the ability to write and edit different styles of documents (e.g., persuasive, instructional, informative, blogs, etc.).

**Minimum Required Education:** Bachelor's Degree in English, Liberal Arts, or technical field.

**Minimum Required Relevant Experience:** Five (5) years of experience as a Technical Writer. Knowledge of security standards such as FISMA, SOX, National Institute of Standards and Technology (NIST) guidelines.