Saliense Consulting, LLC
1775 Tysons Blvd. 5th Floor
Tysons Corner, VA 22102
P. 240-475-8785 • F. 301-789-1962

Contract Number: 47QRAA18D00C0
Contract period: July 10, 2018 through July 9, 2023
Pricelist Version: PS-0018 dated February 11, 2022
WEB: www.saliense.com
Business size: 8(a), Minority, woman-Owned Small Business (WOSB)

Contact for Contract Administration:
Nikita Singh, President & CEO, nikita@saliense.com

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

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov
<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1a</td>
<td>Table of Awarded Special Item Numbers (SINs):</td>
</tr>
<tr>
<td>1b</td>
<td>Identification of the lowest priced model number and lowest unit price for each SIN:</td>
</tr>
<tr>
<td>1c</td>
<td>Description of All Labor Categories:</td>
</tr>
<tr>
<td>2</td>
<td>Maximum order:</td>
</tr>
<tr>
<td>3</td>
<td>Minimum order:</td>
</tr>
<tr>
<td>4</td>
<td>Geographic coverage (delivery area):</td>
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<tr>
<td>5</td>
<td>Point(s) of production (city, county, and State or foreign country):</td>
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<tr>
<td>6</td>
<td>Discount from list prices or statement of net price:</td>
</tr>
<tr>
<td>7</td>
<td>Quantity Discounts:</td>
</tr>
<tr>
<td>8</td>
<td>Prompt payment terms:</td>
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<td>9</td>
<td>Foreign Items (list items by country of origin):</td>
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<tr>
<td>10a</td>
<td>Time of Delivery: (Contractor insert number of days):</td>
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<tr>
<td>10b</td>
<td>Expedited Delivery:</td>
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<td>10c</td>
<td>Overnight and 2-day delivery:</td>
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<tr>
<td>10d</td>
<td>Urgent Requirements:</td>
</tr>
<tr>
<td>11</td>
<td>F.O.B. point(s):</td>
</tr>
<tr>
<td>12a</td>
<td>Ordering address(es):</td>
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<tr>
<td>12b</td>
<td>Ordering procedures:</td>
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<td>13</td>
<td>Payment address(es):</td>
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<td>14</td>
<td>Warranty provision:</td>
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<tr>
<td>15</td>
<td>Export packing charges, if applicable:</td>
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<td>16</td>
<td>Terms and conditions of rental, maintenance, and repair (if applicable):</td>
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<tr>
<td>17</td>
<td>Terms and conditions of installation (if applicable):</td>
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<tr>
<td>18a</td>
<td>Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):</td>
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<tr>
<td>18b</td>
<td>Terms and conditions for any other services (if applicable):</td>
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<tr>
<td>19</td>
<td>List of service and distribution points (if applicable):</td>
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<tr>
<td>20</td>
<td>List of participating dealers (if applicable):</td>
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<td>21</td>
<td>Preventive maintenance (if applicable):</td>
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<td>22a</td>
<td>Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants):</td>
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<tr>
<td>22b</td>
<td>Section 508 compliance for EIT:</td>
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<tr>
<td>23</td>
<td>Data Universal Number System (DUNS) number:</td>
</tr>
<tr>
<td>24</td>
<td>Notification regarding registration in System for Award Management (SAM) database:</td>
</tr>
<tr>
<td>Exhibit A</td>
<td>Labor Category Rates:</td>
</tr>
<tr>
<td>Exhibit B</td>
<td>Labor Category Descriptions:</td>
</tr>
<tr>
<td>PROFESSIONAL SERVICES LABOR CATEGORY DESCRIPTIONS</td>
<td>6</td>
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<tr>
<td>INFORMATION TECHNOLOGY AND HEALTH INFORMATION TECHNOLOGY LABOR CATEGORY DESCRIPTIONS</td>
<td>9</td>
</tr>
<tr>
<td>HACS LABOR CATEGORY DESCRIPTIONS</td>
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<tr>
<td>EXPERIENCE &amp; DEGREE SUBSTITUTION EQUIVALENCIES FOR ALL LABOR CATEGORIES</td>
<td>23</td>
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</table>
**OUR STORY**

We started with a single dreamer looking to do the right things, right way. Along the way, others joined and we took on challenges no one else was willing to, earning respect by delivering quality on tight timelines and lean budgets. A few years later, we are a small, growing crew of brilliant and hardworking professionals looking to add a touch of personality to the ‘cookie-cutter’ world of consulting.

Our calendars are marked by random trips to beaches or mountains. The rest of the time we work side by side with CEOs, CIO’s, CISO’s, and Program Managers planning and implementing strategies for growth and value generation.

**Our Mission**

Our mission is simple; to treat your business problems like our own. We provide decision making support that addresses your business challenges, identifies new opportunities, and takes your organization to the next level. All this, while making this an enjoyable experience for you and having a bit of fun.

**Our Culture**

At the core, we are all about the shared set of values. From the people we hire and clients we support, to how we conduct ourselves; we maintain alignment with our core set of principles.

**Our People**

Consulting is the business of people and our people are our business. Research has shown that hobbies help professionals conceive creative solutions for work-related problems. Our diverse team is made up of technologists by weekday, and volunteers, hikers, climbers, writers, and mixologists by nights and weekends.

We don’t just support a balanced healthy lifestyle for our employees, we set the tone at the top.
1a. Table of Awarded Special Item Numbers (SINs):

- OLM, OLM/RC – Order Level Materials (OLMs)
- 541611, 541611/RC – Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
- 54151S, 54151S/RC – Information Technology Professional Services
- 54151HEAL, 54151HEAL/RC – Health Information Technology Services
- 54151HACS, 54151HACS/RC – Highly Adaptive Cybersecurity Services – ALL SUBCATEGORIES (HVA, RVA, PT, IR, and CH)

1b. Identification of the lowest priced model number and lowest unit price for each SIN:

See Exhibit A.

1c. Description of All Labor Categories:

See Exhibit B.

2. Maximum order:

- OLM, OLM/RC – $250,000
- 541611, 541611/RC - $1,000,000
- 54151S, 54151S/RC - $500,000
- 54151HEAL, 54151HEAL/RC - $500,000
- 54151HACS, 54151HACS/RC - $500,000

3. Minimum order:

$100.00

4. Geographic coverage (delivery area):

Domestic Delivery Only (the 48 contiguous states, D.C., Hawaii, Alaska, and US Territories). Domestic Delivery also includes a port of consolidation point, within the aforementioned areas, for orders received from overseas activities.

5. Point(s) of production (city, county, and State or foreign country).

Saliense Consulting, LLC
1775 Tysons Blvd. 5th Floor
Tysons, VA 22102

6. Discount from list prices or statement of net price.

Prices are listed as GSA Net. Discount deducted and IFF included.

7. Quantity Discounts:

Additional 1% discount at or above $1,000,000

8. Prompt payment terms:

0%, Net 30 Days. "Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions."

9. Foreign Items (list items by country of origin):

Not Applicable

10a. Time of Delivery: (Contractor insert number of days.)

Saliense Consulting, LLC will adhere to the delivery schedule stipulated in each delivery order and/or delivery order amendment.

10b. Expedited Delivery:

See Urgent Requirements (11d) below.

10c. Overnight and 2-day delivery:

See Urgent Requirements (11d) below.

10d. Urgent Requirements:

See contract clause I-FSS-140-B. Agencies can contact the contact for contract administration to obtain faster delivery.

11. F.O.B. point(s):

Destination, Point of Exportation

12a. Ordering address(es):

Saliense Consulting, LLC
1775 Tysons Blvd. 5th Floor
Tysons, VA 22102

12b. Ordering procedures:

For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3.

13. Payment address(es).

Saliense Consulting, LLC
1775 Tysons Blvd. 5th Floor
Tysons, VA 22102

14. Warranty provision:

Not Applicable

15. Export packing charges, if applicable:

Not Applicable
16. Terms and conditions of rental, maintenance, and repair (if applicable).
   Not Applicable

17. Terms and conditions of installation (if applicable):
   Not Applicable

18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable).
   Not Applicable

18b. Terms and conditions for any other services (if applicable).
   Not Applicable

19. List of service and distribution points (if applicable).
   Not Applicable

20. List of participating dealers (if applicable).
   Not Applicable

21. Preventive maintenance (if applicable).
   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 for EIT:
   Not Applicable

23. Unique Entity Identifier (UEI) Number.
   080210568

24. Notification regarding registration in System for Award Management (SAM) database.
   Contractor has an Active Registration in the SAM database.
### Exhibit A: Labor Category Rates

<table>
<thead>
<tr>
<th>SIN</th>
<th>Labor Category</th>
<th>Year 4</th>
<th>Year 5</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>July 2021 - 2022</td>
<td>July 2023 - 2024</td>
</tr>
<tr>
<td>541611</td>
<td>Domain Expert 1</td>
<td>$121.39</td>
<td>$124.06</td>
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<tr>
<td>541611</td>
<td>Domain Expert 2</td>
<td>$135.80</td>
<td>$138.79</td>
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<tr>
<td>541611</td>
<td>Domain Expert 3</td>
<td>$154.32</td>
<td>$157.72</td>
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<tr>
<td>541611</td>
<td>Project Coordinator</td>
<td>$72.01</td>
<td>$73.59</td>
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<tr>
<td>541611</td>
<td>Analyst</td>
<td>$87.45</td>
<td>$89.37</td>
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<tr>
<td>541611</td>
<td>Consultant</td>
<td>$97.73</td>
<td>$99.88</td>
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<tr>
<td>541611</td>
<td>Senior Consultant</td>
<td>$123.45</td>
<td>$126.17</td>
</tr>
<tr>
<td>541611</td>
<td>Manager</td>
<td>$141.61</td>
<td>$144.73</td>
</tr>
<tr>
<td>541611</td>
<td>Senior Manager</td>
<td>$183.12</td>
<td>$187.15</td>
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<tr>
<td>541611</td>
<td>Strategic Executive</td>
<td>$200.62</td>
<td>$205.03</td>
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<tr>
<td>54151HEAL, 54151S</td>
<td>Business Analyst - Senior</td>
<td>$116.12</td>
<td>$118.67</td>
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<tr>
<td>54151HEAL, 54151S</td>
<td>Business Analyst - Mid</td>
<td>$99.28</td>
<td>$101.46</td>
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<td>$72.35</td>
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<td>Year 5</td>
</tr>
<tr>
<td>---------------------</td>
<td>-----------------------------------------</td>
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<td>July 2021 - 2022</td>
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<tr>
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<td>Cybersecurity Information System Security Officer (ISSO) - Top Secret SCI</td>
<td>$161.82</td>
<td>$165.38</td>
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</table>
Exhibit B: Labor Category Descriptions

PROFESSIONAL SERVICES LABOR CATEGORY DESCRIPTIONS

STRATEGIC EXECUTIVE
Minimum Education: Bachelor’s degree
Minimum Years of Experience: 12 years of experience
Functional Responsibilities: Provides oversight for multiple client engagements by managing several multi-faceted programs and creating an overarching vision. Is responsible for overseeing an integrated management structure, which evaluates overall performance. Meets with program managers to discuss performance, initiatives, and priorities. Provides executive leadership and strategic input to projects.

SENIOR MANAGER
Minimum Education: Bachelor’s degree
Minimum Years of Experience: 10 years of experience
Functional Responsibilities: Performs day-to-day management of overall contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs and coordinates the planning and production of all contract support activities. Has authority and responsibility to identify and commit resources required to support the effort. Establishes and alters (as necessary) corporate management structure to direct effective contract support activities. Crafts and enforces quality control programs. Manages programs in Financial Management, Cost Estimating, Procurement Strategic Planning and Execution, or Business Management. Leads projects that involve the successful management of multi-functional teams.

MANAGER
Minimum Education: Bachelor’s degree
Minimum Years of Experience: 8 years of experience
Functional Responsibilities: Oversees, orchestrates and performs day-to-day management of assigned delivery order projects that involve teams of consultants and functional experts and analysts. Organizes, directs, and coordinates the planning and production of all activities associated with assigned delivery order projects including assessment of staff and expenditures. Ensures quality products and services are delivered. Performs tasks in the direct supervision of Cost Estimating, Procurement Strategic Planning and Execution, or Business Management.

SENIOR CONSULTANT
Minimum Education: Bachelor’s degree
Minimum Years of Experience: 5 years of experience
Functional Responsibilities: Serves in a direct advisory capacity to project team and to the client and provides expertise in a specialized domain area and broader management practices. Is a highly-specialized expert in performing tasks and consulting services in areas such as Finance, Acquisition Management, Program and Policy Administration, Organizational Development, Strategic Planning, Human Capital Management.

CONSULTANT
Minimum Education: Bachelor’s degree
Minimum Years of Experience: 2 years of experience
Functional Responsibilities: Supports the Senior Consultant with completion of project deliverables. Performs tasks with direct oversight of the Senior Consultant and Managers in areas such as Finance, Acquisition Management, Program and Policy Administration, Organizational Development, Strategic Planning, Human Capital Management. Develops white papers, briefs, and other project deliverables.

ANALYST
Minimum Education: Bachelor’s degree
Minimum Years of Experience: 1 years of experience
Functional Responsibilities: Responsibilities may include gathering business requirements and creating use cases, stories and wireframes. Analyzes user needs, business and systems environments, technical context and system constraints to determine functional, cross-functional, and non-functional requirements. Analyzes collected requirements, translating into business and technical solutions that meet all stakeholders’ needs and expectations. Assists in the definition of requirements and design and implementation of project modifications and development. Conducts research and develops white papers, briefs, and other project deliverables with guidance and direction from Consultant and Senior Consultant.

PROJECT COORDINATOR
Minimum Education: Associate’s degree
Minimum Years of Experience: 2 years of experience
Functional Responsibilities: Provides support to management, consulting, facilitation, and training teams. Acts as liaison for the staff when they are out of the office, and coordinates getting information/messages to them promptly. Assists in preparing management plans, reports, and deliverables. Coordinates schedules to facilitate completion of tasks, training sessions, deliverables, Work Request reviews, briefings, electronic meetings, and surveys. Perform analysis, development, and review of program administrative operating procedures.

DOMAIN EXPERT 3
Minimum Education: Bachelor’s degree
Minimum Years of Experience: 10 years of experience
Functional Responsibilities: Provides managerial and administrative direction for problem definition, analysis, requirements development, and implementation for complex to extremely complex projects. Makes recommendations and advises on program-wide improvements, risk management, automation, modeling and simulation, optimization, and maintenance efforts in the functional area being addressed.

DOMAIN EXPERT 2
Minimum Education: Bachelor’s degree
Minimum Years of Experience: 8 years of experience
Functional Responsibilities: Defines problems and analyzes and develops plans and requirements moderately-complex to complex projects. Coordinates and manages the preparation of analysis, evaluations, and recommendations for proper implementation of program and system specifications in the areas of risk management, program management, policy development, methodologies, and modeling and simulation in the area being addressed.

DOMAIN EXPERT 1
Minimum Education: Bachelor’s degree
Minimum Years of Experience: 6 years of experience

Functional Responsibilities: Defines problems and analyzes and develops plans and requirements for simple to moderately-complex projects. Coordinates and manages the preparation of analysis, evaluations, and recommendations for proper implementation of programs and systems specifications in the areas of risk management, program management, policy development, methodologies, and modeling and simulation in the functional area being addressed.
INFORMATION TECHNOLOGY AND HEALTH INFORMATION TECHNOLOGY
LABOR CATEGORY DESCRIPTIONS

PROGRAM MANAGER
Qualifications: Bachelor’s degree with twelve (12) years of experience.

Functional Responsibilities: This position requires broad managerial Health IT and enterprise architectural scope skills to include an enterprise architectural design and compliance capability, telecommunication and programming analysis, design and implementation. Needed skills include capability to manage and provide oversight on the performance of Health IT data modeling, functional decomposition, requirements definition, business system definition, and application procedure definition. This individual will also need to have experience and expertise in directing the implementation of internal controls, policies and procedures to protect information system assets from destruction or disclosure.

PROJECT MANAGER
Qualifications: Master's degree with six (6) years of experience, or bachelor’s degree with eight (8) years of experience, or minimum ten (10) years of experience with no degree.

Functional Responsibilities: Demonstrated experience and ability to oversee and orchestrate and performs day-to-day management of assigned delivery order projects that involve teams of consultants and functional experts and analyst. Demonstrates proven skills in those technical areas addressed by the delivery order to be managed. Organizes, directs, and coordinates the planning and production of all activities associated with assigned delivery order projects including assessment of staff and expenditures.

PROJECT CONTROL SPECIALIST
Qualifications: Bachelor’s degree with two (2) years of experience or minimum six (6) years of experience with no degree.

Functional Responsibilities: Demonstrated experience and ability to prepare and analyze financial statements, develop project schedules, utilize cost accounting and labor-reporting systems, and manage contracts and/or subcontracts with minimal oversight. Provides direction and oversight for on-site team relating to on-going Health IT procurement and fielding. Provides Health IT report and deliverables. Requires a strong technical aptitude and expert level of Microsoft Access, Microsoft Excel, and strong database knowledge and logistics background.

Manages financial and/or administrative aspects of assigned contracts and deliverables. Tracks and validates all client financial information, maintains master contract files, prepares and monitors status of all deliverables, tracks the value of contracts, and reports payment of government fees. Updates task reports with funding information and prepares revenue projections for all active contract task orders. Demonstrates writing and oral communication skills.

SUBJECT MATTER EXPERT (FUNCTIONAL) 1
Qualifications: Master’s degree with four (4) years of experience, or bachelor’s degree with six (6) years of experience, or minimum eight (8) years of experience with no degree.

Functional Responsibilities: Demonstrated experience and ability to define problems and analyze and develop Health IT plans and requirements for simple to moderately complex systems. Ability to coordinate and manage the preparation of analysis, evaluations, and recommendations for proper implementation of programs and systems specifications in the areas of risk management; life-cycle
management; policy development, methodologies, and modeling, and simulation in the functional area being addressed.

**SUBJECT MATTER EXPERT (FUNCTIONAL) 2**

Qualifications: Master’s degree with six (6) years of experience, or bachelor’s degree with eight (8) years of experience, or minimum ten (10) years of experience with no degree.

Functional Responsibilities: Demonstrated experience and ability to define the problems and analyze and develop Health IT plans and requirements moderately complex to complex. Ability to coordinate and manage the preparation of analysis, evaluations, and recommendations for proper implementation of programs and systems specifications in the areas of risk management; life-cycle management; policy development, methodologies, and modeling, and simulation in the area being addressed.

**SUBJECT MATTER EXPERT (FUNCTIONAL) 3**

Qualifications: Master’s degree with eight (8) years of experience, or bachelor’s degree with ten (10) years of experience, or minimum twelve (12) years of experience with no degree.

Functional Responsibilities: Demonstrated experience and ability to provide managerial, and administrative direction for problem definition, analysis, requirements development and implementation for complex to extremely complex systems in Health IT. Ability to make recommendations and advise on system-wide improvements, risk management; automation, modeling and simulation, optimization and maintenance efforts in the functional area being addressed.

**SUBJECT MATTER EXPERT (TECHNICAL) 1**

Qualifications: Master’s degree with four (4) years of experience, or bachelor’s degree with six (6) years of experience, or minimum eight (8) years of experience with no degree.

Functional Responsibilities: Demonstrated experience and ability to define problems and analyze and develop Health IT plans and requirements for moderately complex systems. Ability to coordinate and manage the preparation of analysis, evaluations, and recommendations for proper implementation of programs and systems specifications in the following specialties: Information Systems Architecture; Networking; Telecommunications; Automation; Communications Protocols; Risk Management/Electronic Analysis; Software; Life-Cycle Management; Software Development Methodologies; Modeling and Simulation. Must be experienced with and familiar with current research and/or standards in at least two of the following technology/standards areas: simulation and modeling, automated systems security, software metrics/system effectiveness measures/tools, multimedia, OLTP, distributed computing, and process/data/BCA modeling methods and tools.

**SUBJECT MATTER EXPERT (TECHNICAL) 2**

Qualifications: Master’s degree with six (6) years of experience, or bachelor’s degree with eight (8) years of experience, or minimum ten (10) years of experience with no degree.

Functional Responsibilities: Demonstrated experience and ability to define the problems and analyze and develop Health IT plans and requirements for moderately complex to complex requirements. Ability to coordinate and manage the preparation of analysis, evaluations, and recommendations for proper implementation of programs and/or systems specifications in the following specialties: Information Systems Architecture; Networking; Telecommunications; Automation; Communications Protocols; Risk Management/Electronic Analysis; Software; Life-Cycle Management; Software Development Methodologies; Modeling and Simulation; Strategic Communications. Must be experienced with and familiar with current research and/or standards in at least two of the following technology/standards areas: simulation and modeling, automated systems security, software metrics/system effectiveness measures/tools, multimedia, OLTP, distributed computing, and process/data/BCA modeling methods and tools.
SUBJECT MATTER EXPERT (TECHNICAL) 3

Qualifications: Master’s degree with eight (8) years of experience, or bachelor’s degree with ten (10) years of experience, or minimum twelve (12) years of experience with no degree.

Functional Responsibilities: Demonstrated experience and ability to provide technical direction for problem definition, analysis, requirements development and implementation for complex to extremely complex Health IT systems. Ability to make recommendations and advise on organization-wide system improvements, optimization or maintenance efforts in the following specialties: Information Systems Architecture; Networking; Telecommunications; Automation; Communications Protocols; Risk Management/Electronic Analysis; Software; Life-Cycle Management; Software Development Methodologies; Modeling and Simulation.

SOLUTION ARCHITECT - SENIOR

Qualifications: Master’s degree with six (6) years of experience, or bachelor’s degree with eight (8) years of experience, or minimum ten (10) years of experience with no degree.

Functional Responsibilities: Demonstrated ability to lead a team of specialists in developing Health IT network, and technical architectures in support of complex and highly sophisticated client/server and mainframe applications.

Ability to develop network and technical architectures for complex and highly sophisticated client/server and mainframe applications. Demonstrated ability to develop and execute architecture strategies, feasibility studies, and integration analyses. Ability to supervise and provide guidance in implementing various architectures. Able to independently gather and define the architecture requirements and ensure that the architectures are compatible and in compliance with the appropriate Health IT organization and project standards.

SOLUTION ARCHITECT - MID

Qualifications: Master’s degree with four (4) years of experience, or bachelor’s degree with six (6) years of experience, or minimum eight (8) years of experience with no degree.

Functional Responsibilities: Demonstrated ability to develop and execute Health IT architecture strategies, feasibility studies, and integration analyses with minimal oversight. Demonstrated ability to develop network, and technical architectures for moderate to simple client/server and applications. Ability to gather and define architecture requirements and ensure that the architectures are compatible and in compliance with the appropriate Health IT organization and project standards.

SOLUTION ARCHITECT - JUNIOR

Qualifications: Master’s degree with two (2) years of experience, or bachelor’s degree with four (4) years of experience, or minimum six (6) years of experience with no degree.

Functional Responsibilities: Assists with the development and execution of Health IT architecture strategies, feasibility studies, and integration analyses. Assist with the development of network, and technical architectures for moderate to simple client/server and mainframe applications. Assists in the gathering and definition of architecture requirements.

ENTERPRISE ARCHITECT - SENIOR

Qualifications: Master’s degree with six (6) years of experience, or bachelor’s degree with eight (8) years of experience, or minimum ten (10) years of experience with no degree.

Functional Responsibilities: Demonstrated ability to develop and execute Health IT architecture strategies, feasibility studies, and integration analyses. Ability to supervise and provide guidance in implementing various architectures. Able to independently gather and define the architecture requirements and ensure that the architectures are compatible and in compliance with the appropriate
Health IT organization and project standards. Provides high-level architectural expertise to managers and technical staff. Develops architectural products and deliverables for the enterprise and operational business lines. Develops strategy of 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.

ENTERPRISE ARCHITECT – MID

Qualifications: Master's degree with four (4) years of experience, or bachelor’s degree with six (6) years of experience, or minimum eight (8) years of experience with no degree.

Functional Responsibilities: Demonstrated ability to develop and execute Health IT enterprise architecture strategies, feasibility studies, and integration analyses with minimal oversight. Demonstrated ability to develop network, and technical architectures for moderate to simple client/server and applications. Ability to gather and define architecture requirements and ensure that the architectures are compatible and in compliance with the appropriate Health IT organization and project standards.

ENTERPRISE ARCHITECT – JUNIOR

Qualifications: Master’s degree with two (2) years of experience, or bachelor’s degree with four (4) years of experience, or minimum six (6) years of experience with no degree.

Functional Responsibilities: Assists with the development and execution of Health IT architecture strategies, feasibility studies, and integration analyses. Assist with the development of network, and technical architectures for moderate to simple client/server and mainframe applications. Assists in the gathering and definition of architecture requirements.

BUSINESS ANALYST – SENIOR

Qualifications: Master’s degree with four (4) years of experience, or bachelor’s degree with six (6) years of experience, or minimum eight (8) years of experience with no degree.

Functional Responsibilities: Experience in the effective use of data provided by cost estimators to create overall cost versus benefit assessment while considering functional benefits, technical performance, risks, and schedule concerns. Responsibilities may include gathering Health IT business requirements and creating use cases, stories and wireframes. Analyze user needs, business and systems environments, technical context and system constraints to determine functional, cross-functional, and non-functional requirements. Analyze collected requirements, translate into business and technical Health IT solutions that meet all stakeholders’ needs and expectations. Oversees program resources to achieve cost, performance, and quality objectives for several large, complex, multi-account, global programs.

BUSINESS ANALYST – MID

Qualifications: Master’s degree with two (2) years of experience, or bachelor’s degree with four (4) years of experience, or minimum six (6) years of experience with no degree.

Functional Responsibilities: Experience in the effective use of data provided by cost estimators to create overall cost versus benefit assessment while considering functional benefits, technical performance, risks, and schedule concerns. Responsibilities may include gathering Health IT business requirements and creating use cases, stories and wireframes. Analyze user needs, business and systems environments, technical context and system constraints to determine functional, cross-functional, and non-functional requirements. Analyze collected requirements, translate into business and technical Health IT solutions that meet all stakeholders’ needs and expectations. Manages project planning, tracking, and oversight to ensure projects are completed on-schedule and within budget.

BUSINESS ANALYST – JUNIOR
Qualifications: Bachelor’s degree with two (2) years of experience or minimum four (4) years of experience with no degree.

Functional Responsibilities: Experience in the effective use of data provided by cost estimators to create overall cost versus benefit assessment while considering functional benefits, technical performance, risks, and schedule concerns. Responsibilities may include gathering Health IT business requirements and creating use cases, stories and wireframes. Analyze user needs, business and systems environments, technical context and system constraints to determine functional, cross-functional, and non-functional requirements. Analyze collected requirements, translate into business and technical Health IT solutions that meet all stakeholders’ needs and expectations. Assists in the definition requirements and design and implementation of project modifications and development.

TECHNOLOGY ANALYST - SENIOR

Qualifications: Master’s degree with four (4) years of experience, or bachelor’s degree with six (6) years of experience, or minimum eight (8) years of experience with no degree.

Functional Responsibilities: Demonstrated ability to oversee analyst staff and analyze and evaluate existing Health IT systems to independently define problems, data availability, report requirements and system design issues.

Demonstrated ability to provide technical and administrative direction for personnel performing systems development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, and progress in accordance with schedules. Demonstrated ability to define system objectives and prepare system design specifications to meet user requirements and satisfy interface problems. Ability to coordinate with the Program Manager to ensure solutions to problems and user satisfaction. Ability to describe techniques for building complex software systems to meet the needs of Government, or other organizations.

TECHNOLOGY ANALYST - MID

Qualifications: Master’s degree with two (2) years of experience, or bachelor’s degree with four (4) years of experience, or minimum six (6) years of experience with no degree.

Functional Responsibilities: Demonstrated ability to analyze and evaluate existing Health IT systems with minimal oversight, and define problems, data availability, report requirements and system design issues. Ability to develop plans for Health IT systems from project inception to conclusion. Ability to analyze the problem and the information to be processed, define the problem and develop system requirements and program specifications from which programmers prepare detailed flowcharts, programs, and tests. Analyzes alternate means of deriving input data to select the most accurate, feasible and economical methods. Defines input and output file specifications including file organization. Defines controls, conversion procedures and system implementation plans including user training and orientation. Closely coordinates with programmers to ensure proper implementation of program and system specifications. Describe techniques for building software systems to meet the needs of Government, or other organizations; identify requirements, deciding how the requirements will be met by the system.

TECHNOLOGY ANALYST - JUNIOR

Qualifications: Bachelor’s degree with two (2) years of experience or minimum four (4) years of experience with no degree.

Functional Responsibilities: Ability to assist in research and analysis of existing Health IT systems to define problems, data availability and report requirements. Ability to research and analyze requirements for information systems from a project's inception to its conclusion. Ability to research required specifications for simple to moderately complex systems. Assists Senior Computer Systems Analyst in preparing input and test data for the proposed system. Analyzes alternate means of deriving
input data to select the most accurate, feasible and economical methods. Defines input and output file specifications including file organization. Ability to assist in the use of and resolve general hardware/software problems with those having little or no background in computers.

Ability to conduct component level diagnostics. Ability to develop and maintain documentation for procedures and processes, maintenance logs and equipment databases.

QUALITY ASSURANCE CONSULTANT - SENIOR
Qualifications: Minimum five (5) years of experience with bachelor’s degree OR minimum of three (3) years of experience with master’s degree OR minimum eight (8) years of experience with no degree.

Functional Responsibilities: Demonstrated ability to apply supervised quality control/quality assurance management procedures, including tracking and analyzing key software metrics, monitoring quality procedures and participating in software reviews and testing in a supervised setting. Ability to interpret and apply Government regulations, manuals, and standards relating to quality assurance. Demonstrated ability in the evaluation of software and associated documentation. Ability to lead formal and informal reviews to determine quality and in the development of software quality assurance plans. Ability to examine and evaluate the QA process and recommend enhancements and modifications. Ability to develop quality standards. Duties include reporting, tracking, and analyzing key performance based system metrics; and monitoring quality procedures, and evaluating system quality, efficiency and testing.

QUALITY ASSURANCE CONSULTANT - MIDDLE
Qualifications: Minimum/General Experience/Education: Minimum three (3) years of experience with bachelor’s degree OR minimum of one (1) year of experience with master’s degree OR minimum five (5) years of experience with no degree.

Functional Responsibilities: Ability to apply supervised quality control/quality assurance management procedures, including tracking and analyzing key software metrics, monitoring quality procedures and participating in software reviews and testing in a supervised setting. Assists with the interpretation and application of Government regulations, manuals, and standards relating to quality assurance. Demonstration ability in the evaluation of software and associated documentation. Ability to participate in formal and informal reviews to determine quality and in the development of software quality assurance plans. Assists with the development of quality standards. Duties include reporting, tracking, and analyzing key performance based system metrics; and monitoring quality procedures, and evaluating system quality, efficiency and testing.

QUALITY ASSURANCE CONSULTANT - JUNIOR
Qualifications: Minimum/General Experience/Education: Minimum one (1) year of experience required with bachelor’s degree OR minimum of two (2) years of experience required with no degree.

Functional Responsibilities: Participates in software reviews and testing in a supervised setting. Demonstrated familiarization with Government regulations, manuals, and standards relating to quality assurance. Assists with the evaluation of software and associated documentation. Participates in informal reviews to determine quality and in the development of software quality assurance plans. Ability to examine and evaluate the SQA process and recommend enhancements and modifications. Duties include reporting and tracking of key performance based system metrics; and monitoring quality procedures.

CONFIGURATION MANAGEMENT SPECIALIST - SENIOR
Qualifications: Minimum five (5) years of experience with bachelor’s degree OR minimum of three (3) years of experience with master’s degree OR minimum eight (8) years of experience with no degree.
Functional Responsibilities: Demonstrated experience in and be able to develop, document, and implement detailed plans for ensuring configuration control for IT programs, projects, and tasks. When issues arise, must be able to identify and implement solutions. Must be able to maintain thorough records and documentation to ensure accurate product builds, part ordering and product and/or software updates. Must facilitate the change Notification process used for updating product. Must ensure notification of performing organizations or project teams of change activity. Demonstrated ability to lead or supervise a team of configuration management specialists. Ability to facilitate and advise Configuration Control Boards (CCBs). Ability to maintain allocated, functional and physical baseline control and ability to perform audit support. Able to review all engineering change requests to assess impact upon configuration baseline and logistics support elements. Maintains configuration control records and technical documents.

CONFIGURATION MANAGEMENT SPECIALIST - MIDDLE

Qualifications: Minimum three (3) years of experience with bachelor’s degree OR minimum of one (1) year of experience with master’s degree OR minimum five (5) years of experience with no degree.

Functional Responsibilities: Develops, implements, and maintains configuration management programs in support of a variety of software, hardware, and services. Establishes standards for configuration management life cycle and documentation. Develops and defines major and minor characteristics of configuration management and determines requisite configuration management resources for an actual task order. Conducts or participates in formal and informal reviews at predetermined points throughout the system life cycle. Serves as liaison between Program Management and other functional groups to resolve issues regarding configuration management. Reviews and evaluates software products and services for adherence to government directives, standards, and guidelines.

CONFIGURATION MANAGEMENT SPECIALIST - JUNIOR

Qualifications: Minimum one (1) year of experience required with bachelor’s degree OR minimum of two (2) years of experience required with no degree.

Functional Responsibilities: Ability to establish and / or maintain a system to record modifications to hardware, software or documentation. Assists with the review of engineering change requests to assess impact upon configuration baseline and logistics support elements. Maintains configuration control records and technical documents. Works closely with quality assurance and management representatives to ensure accurate and well-documented product baseline.

SECURITY ENGINEER - SENIOR

Qualifications: Minimum five (5) years of experience with bachelor’s degree OR minimum of three (3) years of experience with master’s degree OR minimum eight (8) years of experience with no degree.

Functional Responsibilities: Demonstrated ability to apply a set of disciplines for planning, analyzing, and designing information systems enterprise-wide or across a major sector of the enterprise. Ability to develop and apply analytical and computational techniques and methodology for problem solutions. Ability to independently develop and recommend technical solutions to support client requirements in solving moderate to highly complex network, platform, and system security problems. Performs standard project tasks to analyze information security requirements, translate these into security designs, implements these designs, and tests effectiveness. Has working knowledge of standard information security products including firewalls, intrusion detection systems, anti-virus systems, vulnerability testing, and security analysis tools.

SECURITY ENGINEER - MIDDLE

Qualifications: Minimum three (3) years of experience with bachelor’s degree OR minimum of one (1) year of experience with master’s degree OR minimum five (5) years of experience with no degree.
Functional Responsibilities: Performs standard project tasks to analyze information security requirements, translates these into security designs, implements these designs, and tests effectiveness. Has working knowledge of standard information security products including firewalls, intrusion detection systems, anti-virus systems, vulnerability testing, and security analysis tools. Advises customer and/or performs tasks to ensure cost-effective system design and development, with integrated/embedded security features that are compliant with required certification/accreditation standards. May be required to evaluate, develop, recommend, test, modify, and change software/hardware configurations in order to meet government service level computer security requirements. May supervise more junior System Security Engineers.

SECURITY ENGINEER - JUNIOR

Qualifications: Minimum two (2) year of experience required with bachelor’s degree OR minimum of two (2) years of experience required with no degree.

Functional Responsibilities: Ability to implement, with supervision, technical solutions to support client requirements in solving routine network, platform, and system security problems. Ability to assist with secure system engineering, including system / security requirements analysis and secure system definition.

SOFTWARE ENGINEER - SENIOR

Qualifications: Minimum/General Experience/Education: Minimum five (5) years of experience with bachelor’s degree OR minimum of three (3) years of experience with master’s degree OR minimum eight (8) years of experience with no degree.

Functional Responsibilities: Technical experience in the analysis, design, and test of complex software and computer systems, and competence in all phases of analysis and design as well as available hardware and software. Personnel should be very experienced with operating systems, software languages, computer hardware platforms or other applicable computer systems. Designs, codes, tests, develops, and documents application programs for complex computer systems. Works with users to define system scope and objectives. Performs modifications to and maintenance of fairly complex operational programs and procedures.

SOFTWARE ENGINEER - MIDDLE

Qualifications: Minimum/General Experience/Education: Minimum three (3) years of experience with bachelor’s degree OR minimum of one (1) year of experience with master’s degree OR minimum five (5) years of experience with no degree.

Functional Responsibilities: Technical experience in the analysis, design, and test of complex software and computer systems, and competence in all phases of analysis and design as well as available hardware and software. Personnel should be very experienced with operating systems, software languages, computer hardware platforms or other applicable computer systems. Designs, codes, tests, develops, and documents application programs for complex computer systems. Works with users to define system scope and objectives. Performs modifications to and maintenance of fairly complex operational programs and procedures. Ability to evaluate state-of-the-art computer hardware and software and its application to support specific requirements and to interface with other equipment and systems.

SOFTWARE ENGINEER - JUNIOR

Qualifications: Minimum/General Experience/Education: Minimum one (1) year of experience required with bachelor’s degree OR minimum of two (2) years of experience required with no degree.

Functional Responsibilities: Ability to conduct analysis development and maintenance of software in a supervised setting. Ability to modify and create systems software and ensure systems efficiency and integrity. Ability to translate detailed design into executable software. Ability to test, debug, and
refine the software to produce the required product. Ability to prepare required documentation, including block diagrams, logic flow charts and software program documentation. Assists with the maintenance of operating systems, communications software, database packages, compilers, assemblers, and utility programs. Participates in the development, testing and maintenance of computer programs.

SYSTEM ADMINISTRATOR - SENIOR

Qualifications: Minimum/General Experience/Education: Minimum five (5) years of experience with bachelor’s degree OR minimum of three (3) years of experience with master’s degree OR minimum eight (8) years of experience with no degree.

Functional Responsibilities: Supervises and manages the daily activities of configuration and operation of business systems which may be mini or client/server based. Responds to user requests and problems. Provides requested service support and assistance. Supports the operation of standard systems hardware, and software. Performs analysis for a variety of IT applications. Analyzes equipment and systems for proper functionality and operation. Gathers information from users for analysis of problem areas. Participates in or may plan and conduct preliminary studies of potential data processing applications and prepares design proposals to reflect cost, time and alternative actions to satisfy existing and future needs. Develop detailed system specifications for conversion to programming language by staff programmers. Recommends conversion and system implementation plans including user training and orientation.

SYSTEM ADMINISTRATOR - MIDDLE

Qualifications: Minimum/General Experience/Education: Minimum three (3) years of experience with bachelor’s degree OR minimum of one (1) year of experience with master’s degree OR minimum five (5) years of experience with no degree.

Functional Responsibilities: Responds to user requests and problems. Provides requested service support and assistance. Supports the operation of standard systems hardware, and software. Performs analysis for a variety of IT applications. Analyzes equipment and systems for proper functionality and operation. Gathers information from users for analysis of problem areas. Participates in or may plan and conduct preliminary studies of potential data processing applications and prepares design proposals to reflect cost, time and alternative actions to satisfy existing and future needs. Develop detailed system specifications for conversion to programming language by staff programmers. Optimizes system operation and resource utilization, and performs system capacity analysis and planning. Provides assistance to users in accessing and using business systems. Ability to plan and perform fault management, configuration control, and performance monitoring.

SYSTEM ADMINISTRATOR - JUNIOR

Qualifications: Minimum/General Experience/Education: Minimum one (1) year of experience required with bachelor’s degree OR minimum of two (2) years of experience required with no degree.

Functional Responsibilities: Responds to user requests and problems. Provides requested service support and assistance. Supports the operation of standard systems hardware, and software. Performs analysis for a variety of IT applications. Analyzes equipment and systems for proper functionality and operation. Gathers information from users for analysis of problem areas. Ability to plan and perform fault management, configuration control, and performance monitoring.

SYSTEMS ENGINEER - SENIOR

Qualifications: Minimum/General Experience/Education: Minimum five (5) years of experience with bachelor’s degree OR minimum of three (3) years of experience with master’s degree OR minimum eight (8) years of experience with no degree.
Functional Responsibilities: Supervise the selection and installation of computer systems by providing technical advice and support, and by helping organizations acquire and set up affordable, workable data processing systems suited to current and projected needs. Serves as the primary technical resource for customers. Closely involved in installation and maintain contact with their customers. Analyze the customer’s daily operations and confer with Managers and other personnel to determine the customer’s information handling needs. Recommend appropriate hardware, software, and accessories to the customer. Works with the customer to develop written proposals and give product demonstrations. Oversees system installation and may develop custom software to adapt the system to special applications. Evaluates the technical capabilities of the customer’s staff to determine training requirements, prepares and conducts classes and seminars. Responsible for monitoring systems and, and providing additional guidance. Engage in problem solving or assisting with special projects, such as helping customers design and implement their own programs.

SYSTEMS ENGINEER - MIDDLE
Qualifications: Minimum/General Experience/Education: Minimum three (3) years of experience with bachelor’s degree OR minimum of one (1) year of experience with master’s degree OR minimum five (5) years of experience with no degree.

Functional Responsibilities: Assists with the supervision of the selection and installation of computer systems by providing technical advice and support, and by helping organizations acquire and set up affordable, workable data processing systems suited to current and projected needs. Serves as a technical resource for customers. Participates in system installations. Assists with analysis of the customer’s daily operations and confers with managers and other personnel to help determine the customer’s information handling needs. Assists the customer to develop written proposals. Participates in system installation and the development of custom software to adapt the system to special applications. Assists with the evaluation of the technical capabilities of the customer’s staff to determine training requirements. Assists with the monitoring of systems. Participates in problem solving and assistance with special projects. Ability to provide technical and administrative direction for personnel responsible for network design, implementation, and operations tasks, including the review of work products for correctness, adherence to the design concept and to user standards and progress in accordance with schedules. Ability to evaluate and resolve network and processor problems.

SYSTEMS ENGINEER - JUNIOR
Qualifications: Minimum/General Experience/Education: Minimum one (1) year of experience required with bachelor’s degree OR minimum of two (2) years of experience required with no degree.

Functional Responsibilities: Assists with the selection and installation of computer systems. Assists customers with the setup of affordable, workable data processing systems suited to current and projected needs. Serves as a technical resource for customers. Participates in system installations and the development of custom software.

Assists senior system engineers with monitoring of systems. Participates in problem solving and special projects. Ability to provide technical and administrative direction for personnel responsible for network design, implementation, and operations tasks, including the review of work products for correctness, adherence to the design concept and to user standards and progress in accordance with schedules. Ability to evaluate and resolve network and processor problems. Ability to design, configure and implement networks. Ability to provide technical and administrative direction for personnel responsible for network design, implementation, and operations tasks, including the review of work products for correctness, adherence to the design concept and to user standards and progress in accordance with schedules. Ability to evaluate and resolve network and processor problems. Ability to design, configure and implement networks.
TECHNICAL WRITER/EDITOR - SENIOR

Qualifications: Minimum/General Experience/Education: Minimum five (5) years of experience with bachelor’s degree OR minimum of one (1) year of experience with master’s degree OR minimum eight (8) years of experience with no degree.

Functional Responsibilities: Demonstrated experience and ability to write a wide assortment of technical documents. Demonstrated experience and ability to plan, develop, maintain, rewrite, and produce computer software/systems related documentation including tailoring style and readability to user requirements. Ability to assist programmers and engineers in developing on-line documentation. Collects and organizes information for preparation of user manuals, training materials, installation guides, proposals, and reports. Writes reports, documentation (e.g., system specifications, operator manuals, reference manuals, and pamphlets) for information management systems and new releases of technical material; applying word processing, graphics and audio visual communications techniques for technical or scientific subject matter; and assisting programmers and engineers in developing on-line documentation. Provides hardware/software installation and repair support for all desktop equipment, including desktop computers, monitors, printers, scanners, modems and other related peripheral equipment. Desk Top support includes laptop computers.

TECHNICAL WRITER/EDITOR - MIDDLE

Qualifications: Minimum/General Experience/Education: Minimum three (3) years of experience with bachelor’s degree OR minimum of one (1) year of experience with master’s degree OR minimum five (5) years of experience with no degree.

Functional Responsibilities: Able to accurately edit and format documents, including technical documents, functional descriptions, system specifications, user manuals, special reports, and any other customer deliverables and documents. Demonstrated experience and ability to work independently. Ability to assist programmers and engineers in developing on-line documentation. Collects and organizes information for preparation of user manuals, training materials, installation guides, proposals, and reports. Writes reports, documentation (e.g., system specifications, operator manuals, reference manuals, and pamphlets) for information management systems and new releases of technical material; applying word processing, graphics and audio visual communications techniques for technical or scientific subject matter; and assisting programmers and engineers in developing on-line documentation.

TECHNICAL WRITER/EDITOR - JUNIOR

Qualifications: Minimum/General Experience/Education: Minimum one (1) year of experience required with bachelor’s degree OR minimum of two (2) years of experience required with no degree.

Functional Responsibilities: Able to accurately edit and format documents, including technical documents, functional descriptions, system specifications, user manuals, special reports, and any other customer deliverables and documents. Demonstrated experience and ability to work independently or under only general direction.
HACS LABOR CATEGORY DESCRIPTIONS

CYBERSECURITY IT MANAGER
Qualifications: Minimum/General Experience/Education: Minimum three (3) years of experience required with bachelor's degree


- Experience with DoD RMF and/or DIACAP is required
- Experience with eMASS is required
- Experience with one or more of the following tools: Splunk, WebInspect, AppDetective, ACAS, Fortify, etc.

CYBERSECURITY IT PROJECT DELIVERY SPECIALIST
Qualifications: Minimum/General Experience/Education: Minimum three (3) years of experience required with a bachelor's degree


Manage SDD compliance with DoDD 8570.1 and DoDD 8570.01-M and/or the current DoD Cybersecurity Workforce Certification Directive.

Appropriately identify personnel as requiring privilege level access to computers, systems, and networks in accordance with the approved programs specified in DoDD 8570.01-M and validate their security clearances in JPAS, and validate compliance with DoDD 8570.01-M requirements.

Act as a liaison between SDD Project/Product teams, DISA, and other stakeholders to manage access to all systems within the PMOs.

Ensure that new employees acknowledge and agree to obtain the appropriate certification for the position to be filled within six months of employment.

Validate that all personnel requiring privileged computer, system or network access have completed and signed an INFORMATION SYSTEM PRIVILEGED ACCESS AGREEMENT AND ACKNOWLEDGEMENT OF RESPONSIBILITIES.

Identify all privileged role assignments and report that assignment quarterly and at the request of the CSM.

- Working knowledge and experience with Joint Personnel Adjudication System (JPAS)
- Active Secret Clearance
- Active access to JPAS system is preferred
- Experience and understanding of the SDD Access Management SOP

CYBERSECURITY SENIOR MANAGER
Qualifications: Minimum/General Experience/Education: Minimum Eight (8) years of experience required with bachelor's degree
Functional Responsibilities: Over eight years of progressive experience in leading engineering management projects. Demonstrated ability to provide guidance and direction for specific projects or sub-tasks. Capability to manage multitask projects of high complexity. Increasing responsibility in design, implementation and management of engineering management services.

Interfaces with the client on project specific issues. Directs the completion of projects within estimated time frames and budget constraints. Coordinates project-specific parties and reviews work products for completeness and adherence to customer requirements.

Delivers presentations and leads client meetings. Progressive experience in leading and participating in engineering management projects. Demonstrated ability to manage a project and to provide guidance and direction for specific projects or sub-tasks.

Proven expertise in several of the primary disciplines. Increasing responsibility in design, implementation and management of engineering management services. Directs the completion of project specific tasks within estimated time frames and budget Constraints. Manages the day-to-day activities and reviews work products for completeness and adherence to customer requirements. Delivers presentations and leads client meetings.

**CYBERSECURITY PROGRAM MANAGER - SECRET**

Qualifications: Minimum/General Experience/Education: Minimum four (4) years of experience required with bachelor's degree

Functional Responsibilities: The Project Manager (PM) must be an experienced senior level subject matter expert in the cybersecurity disciplines required to provide services defined in this SOW. The PM shall have the requisite project management experience to successfully administer, organize, direct, coordinate, plan, and perform work activities, supervise and review all deliverables to ensure that all contract requirements are met. The PM shall successfully provide program and project management support for: risk management, integrated schedule management, performance metrics, document management, and change management. The PM must have extensive IT service management skills and knowledge in the following cyber security areas: cyber compliance, vulnerability and risk management, remediation management, configuration management and security authorization. The PM shall meet certification and education requirements and at a minimum be Information Technology Infrastructure Library (ITIL) and Project Management certified. The contractor shall provide a 90 -day action plan within 45 days of contract award. Contractor shall update the 90-day action plan on a monthly basis as it will be rolling 90-day action plan. The plan shall be delivered 3 days prior to contractor and government meeting.

**CYBERSECURITY INTERMEDIATE INFORMATION SYSTEM SECURITY OFFICER (ISSO) - SECRET**

Qualifications: Minimum/General Experience/Education: Minimum four (4) years of experience required with bachelor's degree

Functional Responsibilities: Work with system engineers and administrators to develop corrective action plans from internal and external audits. Perform routine self-assessment audits to ensure compliance with agency and federal security requirements. Provide tracking, coordination, and reporting for required cyber security training activities. Review and develop system security plans and other required security documentation as required. Perform vulnerability assessment scans or interpret results of scans and track mitigation actions and progress of system engineers and administrators. Perform certification and accreditation activities as required to ensure assigned systems remain accredited and risk is managed to an acceptable level.

**CYBERSECURITY INTERMEDIATE INFORMATION SYSTEM SECURITY OFFICER (ISSO) - TOP SECRET SCI**

Qualifications: Minimum/General Experience/Education: Minimum five (5) years of experience required with bachelor's degree
Functional Responsibilities: Work with system engineers and administrators to develop corrective action plans from internal and external audits. Perform routine self-assessment audits to ensure compliance with agency and federal security requirements. Provide tracking, coordination, and reporting for required cyber security training activities. Review and develop system security plans and other required security documentation as required. Perform vulnerability assessment scans or interpret results of scans and track mitigation actions and progress of system engineers and administrators. Perform certification and accreditation activities as required to ensure assigned systems remain accredited and risk is managed to an acceptable level.

CYBERSECURITY INFORMATION SYSTEM SECURITY OFFICER (ISSO) - SECRET

Qualifications: Minimum/General Experience/Education: Minimum four (4) years of experience required with bachelor's degree

Functional Responsibilities: Work with system engineers and administrators to develop corrective action plans from internal and external audits. Perform routine self-assessment audits to ensure compliance with agency and federal security requirements. Provide tracking, coordination, and reporting for required cyber security training activities. Review and develop system security plans and other required security documentation as required. Perform vulnerability assessment scans or interpret results of scans and track mitigation actions and progress of system engineers and administrators. Perform certification and accreditation activities as required to ensure assigned systems remain accredited and risk is managed to an acceptable level.

CYBERSECURITY INFORMATION SYSTEM SECURITY OFFICER (ISSO) - TOP SECRET

Qualifications: Minimum/General Experience/Education: Minimum five (5) years of experience required with bachelor's degree

Functional Responsibilities: Work with system engineers and administrators to develop corrective action plans from internal and external audits. Perform routine self-assessment audits to ensure compliance with agency and federal security requirements. Provide tracking, coordination, and reporting for required cyber security training activities. Review and develop system security plans and other required security documentation as required. Perform vulnerability assessment scans or interpret results of scans and track mitigation actions and progress of system engineers and administrators. Perform certification and accreditation activities as required to ensure assigned systems remain accredited and risk is managed to an acceptable level.

CYBERSECURITY INFORMATION SYSTEM SECURITY OFFICER (ISSO) - TOP SECRET SCI

Qualifications: Minimum/General Experience/Education: Minimum six (6) years of experience required with bachelor's degree

Functional Responsibilities: Work with system engineers and administrators to develop corrective action plans from internal and external audits. Perform routine self-assessment audits to ensure compliance with agency and federal security requirements. Provide tracking, coordination, and reporting for required cyber security training activities. Review and develop system security plans and other required security documentation as required. Perform vulnerability assessment scans or interpret results of scans and track mitigation actions and progress of system engineers and administrators. Perform certification and accreditation activities as required to ensure assigned systems remain accredited and risk is managed to an acceptable level.
Experience exceeding the minimum shown may be substituted for education. Likewise, education exceeding the minimum shown may be substituted for experience.

<table>
<thead>
<tr>
<th>Degree</th>
<th>Substituted Experience</th>
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</thead>
<tbody>
<tr>
<td>Associates</td>
<td>Can be substituted for a High School Diploma and 2 additional years’ relevant experience</td>
</tr>
<tr>
<td>Bachelors</td>
<td>Can be substituted for an Associates Degree and 2 additional years’ relevant experience; or a High School Diploma and 4 additional years’ relevant experience</td>
</tr>
<tr>
<td>Masters</td>
<td>Can be substituted for a Bachelors Degree and 2 additional years’ relevant experience; or an Associates Degree and 4 additional years’ relevant experience; or a High School Diploma and 6 additional years’ relevant experience</td>
</tr>
<tr>
<td>PhD</td>
<td>Can be substituted for a Masters Degree and 2 additional years’ relevant experience; or a Bachelors Degree and 4 additional years’ relevant experience; or a High School Diploma and 8 additional years’ relevant experience</td>
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