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.

**SCHEDULE TITLE:** MULTIPLE AWARD SCHEDULE  
**LARGE CATEGORY:** PROFESSIONAL SERVICES  
**SUBCATEGORY:** TECHNICAL AND ENGINEERING SERVICES (NON-IT), TRAINING  
**FSC CLASS:** R425, R414, U006  
**CONTRACT NUMBER:** 47QRAA18D00DD  
**CONTRACT PERIOD:** AUGUST 1, 2018 – JULY 31, 2023  
**CONTRACTOR:** CGH TECHNOLOGIES, INC.  
600 MARYLAND AVENUE, SW  
SUITE 800W  
WASHINGTON, DC 20024  
Tel: 202-554-7774  
http://www.cghtech.com

**POINT OF CONTACT:** CINDY TROUTMAN  
ctROUTMAN@cghtech.com  
Tel: 202-580-7401  
Fax: 202-554-5263

**BUSINESS SIZE:** SMALL, WOMAN-OWNED

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov  
Price List current as of Modification PS-A812 effective May 7, 2020. Prices Shown Herein are Net.
CUSTOMER INFORMATION

1a  Awarded SIN(s):

<table>
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<tr>
<th>SIN</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>541715</td>
<td>Engineering Research and Development and Strategic Planning</td>
</tr>
<tr>
<td>541330ENG</td>
<td>Engineering Services</td>
</tr>
<tr>
<td>611430</td>
<td>Professional and Management Development Training</td>
</tr>
<tr>
<td>611512</td>
<td>Flight Training</td>
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<tr>
<td>OLM</td>
<td>Order Level Materials</td>
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</table>

1b  Lowest Priced Item:  See pages 3-5.

1c  Hourly Rates & Labor Category Descriptions:  See pages 3-16.

2  Maximum Order:  $1,000,000

3  Minimum Order:  $100

4  Geographic Coverage:  Domestic Only (50 States, DC and US Territories)

5  Point of Production:  N/A

6  Discount From List Prices:  Prices shown are net of discount.

7  Quantity Discounts:  1% discount for task orders exceeding $500,000; 1.5% discount for task orders exceeding $1,000,000; 2% discount for task orders exceeding $2,500,000.

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

10 Time of Delivery:
   a. Normal:  As Agreed Upon with Ordering Activity
   b. Expedited:  Contact Contractor
   c. Overnight & 2-day delivery:  Contact Contractor
   d. Urgent Requirements:  Contact Contractor

11 FOB Point(s):  Destination for Domestic Delivery including Alaska, Hawaii and Puerto Rico

12a Ordering Address:  Same as Contractor address
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 Contractor address

14 Warranty Provision: Standard Commercial Warranty

15 Export packing charges, if applicable: N/A

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

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

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

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

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

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

21 Preventive maintenance (if applicable): N/A

22a Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): N/A

22b Section 508 Compliance for EIT: N/A

23 DUNS Number: 620371641

24 Notification regarding registration in System for Award Management database (SAM): Contractor has an Active Registration in the SAM database.

CGH Technologies, Inc.

5-YEAR PRICING

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<td>$120.72</td>
<td>$123.74</td>
<td>$126.83</td>
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</table>
LABOR CATEGORIES DESCRIPTIONS

LABOR CATEGORIES FOR SINs 541715, 541330ENG, 611430, 611512

Note: Experience may be substituted for education as outlined in Table 1 below.

Table 1 – Equivalent Substitution Table (Applicable to All Proposed LCATs)

<table>
<thead>
<tr>
<th>Degree Level</th>
<th>Equivalent Substitution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate's Degree</td>
<td>HS Diploma/GED + 2 additional years of experience OR a Bachelor's Degree may be substituted for 2 years of experience OR a Master's Degree may be substituted for 4 years of experience OR a Doctorate's Degree may be substituted for 6 years of experience</td>
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<tr>
<td>Bachelor's Degree</td>
<td>HS Diploma/GED + 4 additional years of experience OR Associate's Degree + 2 additional years of experience OR a Master's Degree may be substituted for 2 years of experience OR a Doctorate's Degree may be substituted for 4 years of experience</td>
</tr>
<tr>
<td>Master's Degree</td>
<td>HS Diploma/GED + 6 additional years of experience OR Associate's Degree + 4 additional years of experience OR Bachelor's Degree + 2 additional years of experience OR a Doctorate's Degree may be substituted for 2 years of experience</td>
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<tr>
<td>Doctorate's Degree</td>
<td>HS Diploma/GED + 8 additional years of experience OR Associate's Degree + 6 additional years of experience OR Bachelor's Degree + 4 additional years of experience OR Master's Degree + 2 additional years of experience</td>
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</tbody>
</table>

PROGRAM MANAGER

General Experience: Must have supervisory and technical experience and able to direct multiple complex projects. Must be familiar with the principals of exercising independent judgement as well as high level analytical skills in solving complex and unusual technical administrative and managerial problems. Must have served as the contractor’s authorized interface with the Contracting Officers (COs) and Contracting Officer’s Representatives (CORs), government management personnel and customer agency representatives. The Program Manager must have experience in providing management and technical insight, as directed by the customer or as deemed necessary from a corporate standpoint, to the technical personnel of the company in relation to the successful performance of related tasks to the specific initiative.

Functional Responsibility: The Program Manager provides programmatic, policy and requirements support to the customer and is responsible for overall contract performance. Serves as the liaison between project team and government on all contractual matters. Provides executive level oversight/leadership to fully access required corporate resources. Leads strategic planning, budgeting, and staffing efforts. Participates in key planning meetings, performance review sessions, and status briefings to ensure that project direction is in alignment with the contracting agency’s strategic business goals and objectives. The Program Manager ensures conformity of contractual requirements, maintains financial reports and oversees project completion. Primary POC with government for reporting project/contract/task order status/administration.

Education/Minimum Experience: A Bachelor’s degree (or equivalent*) in Business Management, Computer Science, Engineering or in an area of study that can be clearly related to the requirements of the position. A minimum of twelve years of progressive program management experience is required.

*Equivalent – The rules for substitution contained in Table 1 apply to this labor category.
SENIOR INFORMATION TECHNOLOGY PROJECT MANAGER

**General Experience:** Widely recognized expert/consultant/troubleshooter with specialized expertise in all aspects of information systems and Resources Management. Experience and expertise will include system design, implementation, test, and evaluation. This individual must have demonstrated conceptualization and program strategy skill and technical performance and possess visionary leadership in the conceptualization of design and development of large complex information and decision support along with the aggregation of vast amounts of information to support integrated intelligence about situations or conditions that may affect the accomplishment of mission related needs. Examples of specialty areas might include (but are not limited to) program strategies, concept formulation, and the design and development and integration of:

- Command/control/communications and computer systems
- Decision support and “What-If” systems
- Data warehousing and data refinery systems
- Large scale, secure communications systems
- Information systems in a LAN/WAN/telecommunications environment
- Asset mapping and resource statusing systems using GIS and other COTS/GOTS visualization application packages that relate spatial and tabular data as objects
- Requirements tracking capabilities based on component utilization, availability, capacity, trend and performance analysis and interpretation of metrics and measures.
- Information systems using web based and Internet technologies that coordinate regional, national and global perspectives.

**Functional Responsibility:** Provide planning, visionary and leadership capabilities to customer decision-makers and client program managers from an information technology conceptualization standpoint. Provide alternative information technology solutions that would best support the management needs of a particular agency or organization that will ensure efficient, cost effective and timely collection, dissemination and transfer of data to assist corporate, management and organizational initiatives.

**Education/Minimum Experience:** A Bachelor’s Degree (or equivalent*) and a minimum of ten years of progressive experience as an executive decision maker in either federal or commercial organizations requiring program and operational familiarity with discriminating requirements indicators of performance and cooperating automation process to provide integrated administration to support strategic, tactical and operational management of mission critical environments. At least two of the most recent four years’ experience must have involved working with the application of evolving, and proven technologies such as geographical relational systems, multimedia, along with the application of innovative approaches, methodologies and techniques for using disparate legacy data and COTS and GOTS products.

*Equivalent – The rules for substitution contained in Table 1 apply to this labor category.

CONSULTANT/SUBJECT MATTER EXPERT

**General Experience:** Ten to fifteen years of relevant experience required. Six years of supervisory/management experience required. Reputation with the academic or business community as an expert in a particular technical or operational domain. Relevant additional experience is a key factor in determining an individual's qualifications; emphasis must be placed on actual competencies and capabilities to perform all aspects of the job.

**Functional Responsibility:** Provide expert advice on technical matters. Conduct expert, highly intensive studies to address a significant complex technical or operational issue. Maintain contact with business, industry, government and academia to...
ensure understanding of current technology and its application to program products. Manage the technical performance of projects. Conduct quality assurance reviews on all deliverables. Evaluate the use of new technology. Identify resource shortfalls against requirements and make recommendations to the Program Manager. Oversee and support program activities in all environments (classroom, field, office) and development of operational phases. Conduct performance program status. This person may also be an expert or be well versed in the area of Human Factors engineering. A human factors engineer will have experience in one or all of the following areas: Human Centered Automation; Information Management and Displays; Human Performance; and Selection and Training. This person will be responsible for developing processes for dealing with error mitigation, situation awareness, anthropometric evaluations and organizational effectiveness evaluations. This person will also identify pre-hire selection tools, advanced training concepts and virtual learning methodologies.

**Education/Minimum Experience:** Master’s degree (or equivalent*) in math, Physics, Engineering, Computer Science, Economics or Business Masters Management and a minimum of 10 years of relevant experience in a related subject matter associated with the specific needs of the customer is required.

*Equivalent – The rules for substitution contained in Table 1 apply to this labor category.

**PRINCIPAL CONSULTANT**

**General Experience:** A person who is skilled at work processes who identifies positive and negative forces related to a desired change or outcome with a particular emphasis on the data, information, and intelligence necessary to support decision makers at all levels to influence that change. Factors to be considered include organizational, technical, procedural, cultural, political, and data. Each area may be used to inhibit or act to interfere with the accomplishment of desired change/outcome or can be used to support and facilitate the accomplishment of change.

**Functional Responsibility:**
This person will develop action plans to enhance positive factors and provide recommendations for mitigating or diminishing the influence of negative factors. This person is also knowledgeable in identifying influential “change agents” who can help promote the change, and develop intelligence strategies to maximize negative influence. This person reviews and evaluates the use of technology capabilities to support the flow of information concerning the execution of organizational functions as well as continuous process improvement.

**Education/Minimum Experience:** A Master’s degree (or equivalent*) in Business Management, Computer Science or in an area of study that can be clearly related to the requirements of the position. A minimum of fifteen years of progressively more complex business processes and/or data/information analysis is required.

*Equivalent – The rules for substitution contained in Table 1 apply to this labor category.

**SENIOR COMPUTER AND INFORMATION RESEARCH SCIENTIST**

**General Experience:** A person who will interact at a highly conceptual level with senior federal managers and program officials. A widely recognized expert/consultant/troubleshooter with specialized expertise in all aspects of information systems and Resources Management. Experience and expertise will include system design, implementation, test and evaluation. This individual must have demonstrated conceptualization and program strategy skill and technical performance and possess visionary leadership in the conceptualization of design and development of large complex information, decision support along with the aggregation of vast amounts of information to support integrated intelligence about situations or conditions that may affect the accomplishment of mission related needs.
**Functional Responsibility:** Example of specialty areas might include (but are not limited to) program strategies, concept formulation and the design and development and integration of:

- Large-scale logistics systems
- Command/control/communications and computer systems.
- Decision-support and "What-If" systems
- Data-warehousing and data refinery systems
- Large-scale, secure communications systems
- Information systems in a LAN/WAN/telecommunications environment
- Asset-mapping and resource-statusing systems using GIS and other COTS/GOTS visualization application packages that relate spatial and tabular data as objects of requirements tracking capabilities based on component utilization, availability, capacity; trend and performance analysis and interpretation of metrics and measures.

**Education/Minimum Experience:** A Bachelor’s Degree (or equivalent*) with a minimum of twelve years of progressive experience as an executive decision maker in either federal or commercial organizations requiring program and operational familiarity with discriminating requirements indicators of performance and cooperating automation process to provide integrated administration to support strategic, tactical and operational management of mission-critical environments is required.

*Equivalent – The rules for substitution contained in Table 1 apply to this labor category.

**PRINCIPAL COMPUTER AND INFORMATION RESEARCH SCIENTIST**

**General Experience:** Computer and Information Research Scientists design new computer architecture that improves the performance and efficiency of computer hardware. This person is experienced in implementing technological advancements and efficiencies, such as better networking technology, faster computing speeds, and improved information security. This person is highly-skilled in identifying new approaches to computing technology and finding innovative uses for existing technology. Must have demonstrated experience in solving complex problems in computing for business, medicine, science, and/or other fields.

**Functional Responsibility:** Provide high-level expertise in design decisions and fundamental issues in computing and developing theories and models to address those issues. Help computer scientists and information engineers solve complex computing problems. Identify new computing languages, tools, and methods to improve the way in which people work with computers. Provide expertise in the development and improvement of the software systems that form the basis of the modern computing experience. Design experiments to test the operation of these software systems, as well as the hardware systems, and analyzes the results of the experiments. Ensure successful execution and delivery of multiple research and development projects. Assist with the process to gather and define requirements, (i.e., the development/translation of operational gaps into requirements that can be satisfied). Plan, organize, execute, analyze, and perform technical work; organize project resources; manage budget; project deliverables; and other related project management activities for multiple projects. Assist with the project and financial management to ensure successful delivery of research and development efforts within scope, cost, and schedule and ensure successful outcome. Project stakeholder management; to include, collaborating and working closely with internal and external stakeholders to communicate project data, status, and technical needs and address risk, issues, and opportunities.

**Education/Minimum Experience:** A Master of Science Degree in Engineering, Physical Science or a related field (or equivalent*) and a minimum of twenty years of progressive experience as an executive decision maker in either federal or commercial organizations requiring program and operational familiarity with discriminating requirements indicators of performance and cooperating automation process to provide integrated
administration to support strategic, tactical and operational management of mission-essential environments is required, which also includes a minimum of five of Program Management experience is required. is also required.

*Equivalent – The substitution rules contained in Table 1 apply to this labor category.

SENIOR SOFTWARE ENGINEER

**General Experience:** All senior staff are expected to be experts in their own fields, and knowledgeable about other related areas. Senior Staff must be able to work with top level government management, and to work as team and field leads. Senior Staff are expected to assist in policy formulation and decisions, and be knowledgeable about the organization's mission and policies.

**Functional Responsibility:** The Senior Software Engineer performs advanced specialized systems programming duties including design, specifications development, and computerized information systems implementation. Direct the activities of several programmers and/or analysts. Build software development tools. Measure software performance through design, implementation, and evaluation of results. Publish comprehensive analysis of software, such as database management systems, program productivity techniques, operating systems, compilers, and other items. Produce highly technical programs, such as cross-compilers and communications software operating systems. Examine overall system design to determine the applicability of a proposed or developed subsystem. Design complex information systems describing the flow of information among users, interfaces between programs, interactions, and key data structures. Design detailed input and output records layouts, documenting the functions of programs. Code programs in applicable languages using detailed flow diagrams and input/output descriptions as guidelines. Make and documents decisions concerning design characteristics and utilization of new system hardware. Design detailed input and output records layouts, documenting the functions of programs. Code programs in applicable languages using detailed flow diagrams and input/output descriptions as guidelines. Make and documents decisions concerning design characteristics and utilization of new system hardware. Establishes and designs software necessary in order to integrate new hardware. Maintain existing system software by detecting and correcting systems failures and by implementing system enhancements. Develop manuals and user guides for programmers and the operating staff. Conducts system feasibility studies and cost/benefit analyses.

**Education/Minimum Experience:** A Bachelor's degree (or equivalent*) in an appropriate discipline and a minimum of 10 years of direct experience, three (3) of which shall be within the last five (5) years in programming and systems analysis, including all areas outlined above. Must have demonstrated program, deliverables and staff management experience.

*Equivalent – The substitution rules contained in Table 1 apply to this labor category.

PRINCIPAL SOFTWARE ENGINEER

**General Experience:** The Principal Software Engineer develops technical solutions, proposes solutions for software issues; writes; modifies, and maintains software documentation and specifications; performs integration testing; installs; configures, and troubleshoots various software programs, prepares reports on analysis and findings. perfroms routine systems programming duties. Assists in the design, development of specifications for, and implementation of, computerized information systems. Assists in building software development tools. Measures software performance through design, implementation, and evaluation of results. Assists in the publication of comprehensive analysis of software, such as database management systems, program productivity techniques, operating systems, compilers, and other items. Produces highly technical programs, such as cross-compilers and communications software operating systems.

**Functional Responsibility:** Lead software engineering team. Design; develop high-volume, high-performance, high-availability applications using proven frameworks and technologies. Contribute to/deploy and ensure best
practices are used for application development. Ensure quality and concise yet comprehensive technical documentation is produced and maintained at all times. Analyzing requirements, developing designs, implementing/testing software/web applications. Participating in peer reviews, status reporting, configuration management activities, and supporting quality assurance audits. Be responsible for work quality, ensuring it meets the technical standards for all output. Attend technical meetings and support customer briefings.

**Education/Minimum Experience:** A Bachelor’s degree in Computer Science or related field and a minimum of 12 years of related experience in software engineering is required.

*Equivalent – The substitution rules contained in Table 1 apply to this labor category.

**SENIOR INFORMATION SECURITY ANALYST**

**General Experience:** The Senior Information Security Analyst analyzes and defines security requirements for Multilevel Security (MLS) issues. Designs, develops, engineers, and implements solutions to MLS requirements. Gathers and organizes technical information about an organization’s mission goals and needs, existing security products, and ongoing programs in the MLS arena. Performs risk analyses which also includes risk assessment. The Senior Information Security Analyst is responsible for managing information security efforts to reduce risks. This role utilizes strong policy and process knowledge as well as deep skill and expertise to lead the evaluation, development and implementation of security standards, procedures, guidelines and tools for multiple platforms and diverse system environments and will lead the evaluation of new and proposed information security systems and technologies

**Education/Minimum Experience:** A Bachelor’s degree (or equivalent*) and a minimum of eight years, three (3) of which shall be within the last five (5) years, in defining computer security requirements for high level applications, evaluation of approved security product capabilities, and developing solutions to MLS problems is required.

*Equivalent – The substitution rules contained in Table 1 apply to this labor category.

**PRINCIPAL INFORMATION SECURITY ANALYST**

**General Experience:** This position is responsible for in-depth security administration which includes research, design, installation, testing, configuration, implementation, troubleshooting, and maintenance of security systems and services. The Senior Information Security Analyst is responsible for managing information security efforts to reduce risks. This role utilizes strong policy and process knowledge as well as deep skill and expertise to lead the evaluation, development and implementation of security standards, procedures, guidelines and tools for multiple platforms and diverse system environments and will lead the evaluation of new and proposed information security systems and technologies. Defines file organization, indexing methods, and security procedures for specific user applications.

**Education/Minimum Experience:** This position requires a Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. The position requires a minimum of ten years of experience, of which at least four years must be specialized and three (3) of which shall be within the last five (5) years. Specialized experience includes: demonstrated experience using current DBMS’ technologies, application design utilizing various DBMS, experience with DBMS internals, and experience in providing solutions to large network environments. Must have Advanced Security Certifications (CISSP, CISM, or CISA, etc. and experience and knowledge of Enterprise Risk Management).

*Equivalent – The substitution rules contained in Table 1 apply to this labor category.
SENIOR MANAGEMENT ANALYST

**General Experience:** A person who will provide an independent assessment and analysis of how an organization produces and manages its processes, how production processes operate and why they operate as they do. Performs management analysis as the starting point for management improvement. Designs and implements analytical studies in a variety of areas related to workforce management. Designs, develops and implements approaches, plans and management methodologies for analytical investigations.

**Functional Responsibility:** Under general direction, plans, oversees, and provides administrative, budgetary, grant, and work-flow support to an assigned department; analyzes departmental practices and procedures and makes recommendations for organizational, operational, policy, and procedural improvements; conducts needs analysis, feasibility studies, and program evaluation for assigned projects and programs; develops, summarizes, and maintains administrative and fiscal records; fosters cooperative working relationships among departments and acts as liaison with various community, public, and regulatory agencies; and performs related work as required.

**Education/Minimum Experience:** A Bachelor’s degree (or equivalent*) in business, quantitative or in an area of study that can be clearly related to the requirement of the position and a minimum of eight years of experience with mid-sized organizations or supervising junior analysts in a commercial/federal environment is required. Must possess excellent written and interpersonal skills.

*Equivalent – The substitution rules contained in Table 1 apply to this labor category.

ANALYST

**General Experience:** A person who will provide an independent assessment and analysis of how an organization produces and manages its processes, how production processes operate and why they operate as they do.

**Functional Responsibility:** Performs analysis as the starting point for management improvement. Designs and implements analytical studies in a variety of areas related to workforce management. Designs, develops and implements approaches, plans and management methodologies for analytical investigations.

**Education/Minimum Experience:** A Bachelor’s degree (or equivalent*) in business, quantitative or in an area of study that can be clearly related to the requirement of the position and a minimum of seven years of experience with mid-sized organizations or supervising junior analysts in a commercial/federal environment is required. Must possess excellent written and interpersonal skills.

*Equivalent – The substitution rules contained in Table 1 apply to this labor category.

SENIOR ANALYST

**General Experience:** A person versed in the preparation of Mission Need Determination; review and evaluation requirements to determine effectiveness and efficiency of scale.

**Functional Responsibility:** Reviews project requirements with customer and high-level management. Responsible for all technical details of a project from design through delivery. Develops unique methodology as required and trains others in its use. Performs research, collection and collation of technical studies. This person will provide analytical support to the organization in reviewing and coordinating requirements associated with programs, projects, systems, sites, and facilities. This support will consist of coordinating requirements...
associated with specific changes and deviations from standards, policy, and the service mission. This person will evaluate and track product/program schedules, budgets, funding, justifications, issues and performance associated with each project/product life cycle for research and development, capital investment plan acquisition program, sustainment program and operations support requirements.

**Education/Minimum Experience:** A Bachelor’s degree (or equivalent*) in business, quantitative analysis or in an area of study that can be clearly related to the requirements of the position and a minimum of eight years of related experience with mid-sized organizations in the area of finance, cost benefit analysis, budget justification and/or mission need analysis is required.

*Equivalent – The substitution rules contained in Table 1 apply to this labor category.

**SENIOR FUNCTIONAL ANALYST**

**General Experience:** The Senior Functional Analyst analyzes user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task. Functional analysis may include analysis of business flows, information flows, and security support functions to name a few. Functional analysis may will support program management, project/financial management, management analysis, information systems, security analysis, and administrative support services in the areas of resource management, policy, business management, program reporting, operations and integration, and management analysis. If functional analysis performed in software development projects, individuals may be responsible for supporting management in documenting and managing requirements for the program. In software development projects, will assist in drafting the functional requirements document (FRD) for delivery to the vendors and requirements traceability matrix (RTM) for testing purposes. May participate in JAD sessions. Performs complex data analysis for software development projects. Will review vendor contractual requirements. Interfaces with customers, vendors, and various company departments to resolve data quality problems and provide information. May conduct system testing to validate requirements. Will assist in developing and improving business flows related to requirements management.

**Functional Responsibility:** Provides senior level technical staff functions regarding new systems design efforts. Provides high-level expertise in design relating to hardware systems, configurations, software design and databases, user interface design, and display features for operational display systems. In information security environments, responsibility may include analysis of security policies, procedures, standards, certification and accreditation packages, and support remediation recommendations.

**Minimum Education:** A Bachelor’s degree (or equivalent*) and a minimum of ten years of related experience are required. Strong oral and written communication skills, excellent customer relationship skills, and knowledge of software testing processes, applicable rules and regulations procedures are a must.

*Equivalent – The substitution rules contained in Table 1 apply to this labor category.

**PRINCIPAL SYSTEMS ARCHITECT**

**General Experience:** Subject matter expert in areas relevant to Information Assurance (IA to include Networking, PKI, Identity, cloud security, Risk Management Frameworks (RMF), NIST policies and other cyber security disciplines.). A person who will interact at a highly conceptual level with senior federal managers and program officials. A widely recognized expert/consultant/troubleshooter with specialized expertise in all aspects of information systems and Resources Management. Experience and expertise will include system design, implementation, test and evaluation. The Principal Architect demonstrates at least 10 years’ experience in the hands-on planning, analysis, design, construction phases and implementation of large scale, complex enterprise
systems.

**Functional Responsibility:** Develops deliverables and presents result for a client review. Facilitates JRP, JADs, and RADs. Additional responsibilities may include, but are not limited to: leading or assisting in the preparation of presentation of client briefings and workshops; performing as instructor educating in information engineering and CASE tools. This individual must have demonstrated conceptualization and program strategy skill and technical performance and possess visionary leadership in the conceptualization of design and development of large complex information, decision support along with the aggregation of vast amounts of information to support integrated intelligence about situations or conditions that may affect the accomplishment of mission related needs. Examples of specialty areas might include (but are not limited to) program strategies, concept formulation and the design and development and integration of:

- command/control/communications and computer systems.
- decision-support and “What-if” systems
- data-warehousing and data refinery systems
- large-scale systems/secure communications systems
- information systems in a LAN/WAN/telecommunications environment
- asset-mapping and resource-statusing systems using GIS and other COTS/GOTS visualization application packages that relate spatial and tabular data as objects
- of requirements tracking capabilities based on component utilization, availability, capacity; trend and performance analysis and interpretation of metrics and measures.

**Education/Minimum Experience:** A Master’s degree and a minimum of fifteen years of progressive experience as an executive decision maker in either federal or commercial organizations requiring program and operational familiarity with discriminating requirements indicators of performance and cooperating automation process to provide integrated administration to support strategic, tactical and operational management of mission-critical environments is required.

*Equivalent – The substitution rules contained in Table 1 apply to this labor category.

**ADMINISTRATIVE PROJECT ASSISTANT **

**General Experience:** Appointment arrangements and calendar maintenance, travel arrangements, interpreting and prioritizing visitors and phone calls, faxing, filing, presentation preparation, and other duties or projects. Consolidate and edit Weekly Activity Reports from staff for submission to management. Organize and maintain personnel and consultant databases, organizational charts, and contact lists. Conduct time sheet collection, obtain, review and approval. Process various corporate forms, researching when required, submitting appropriate signature as necessary, tracking, filing copies, and routing to appropriate department for final processing and implementation. Conduct research for various projects including travel expense reconciliation and personnel data. Order supplies/materials and company products. Plan meetings; coordinate venue, attendees, presentation and corporate gifts. Support and back up other Executive Assistants when needed.

**Functional Responsibility:** Provides Managers and staff support in all necessary aspects including various staff coordination issues and task management issues. Answering phones (directing calls), placing outgoing calls, greeting visitors, and ordering office supplies. Performs filing and other record keeping duties as required. Provides office clerical and data entry support.

**Minimum Education:** A High School diploma and a minimum of 5 years of experience in administrative support is required. Must be highly organized, be able to meet deadlines and have excellent interpersonal and communication skills. Must have strong office clerical skills and be a team player. Must be extremely well organized and able to multi-task efficiently and must be resourceful.
*Equivalent – The substitution rules contained in Table 1 apply to this labor category.

QUALITY ASSURANCE ANALYST

Functional Responsibilities: The Quality Assurance Analyst assists with the analysis, review, test, and inspection of systems, business processes, case documentation and files, records systems, and documents in accordance with approved quality procedures and standards to identify, document, quantify and report on errors, omissions, inconsistencies from approved standards or applicable instructions. The QA’s role is to develop and establish quality assurance standards and measures for the information technology services within the organization. This individual will also gather and analyze data in support of business cases, proposed projects, and systems requirements. The QA Analyst follows procedures to generate statistically relevant samples for populations to be reviewed. Develops statistical process controls and improvement technics and metrics. Prepares reports of results and recommendations for improvement and logs and tracks workload consistent with task requirements.

Minimum Education: A Bachelor’s degree (or equivalent*) which may include but is not limited to: Information science, computer science or a computer science-related field and a minimum of ten years of overall experienced is required.

*Equivalent – The substitution rules contained in Table 1 apply to this labor category.

SENIOR TECHNICAL WRITER/EDITOR

General Experience: The Technical Writer is responsible for creating documentation as well as adhering to a continuous maintenance lifecycle for all documentation. This series provides support to read and analyze highly technical materials and to create presentations of that information. This may be specifications, drawings, user manuals, presentations, reports, user guides, or training documents. A strong focus on quality and an understanding of how to write for and collaborate within a customer-service oriented environment is crucial to this role. Specifically, the Technical Writer develops technical documents needed to support system accreditation and the sustainment of the solution going forward. The technical writer works closely with support teams to identify content material needed to develop the technical documents.

Functional Responsibility: Creating and enhancing corporate-wide documents, websites, templates, and processes for an established IT services and solutions provider. Research, write, and review material such as business documents, PowerPoint presentations, software development processes/flowcharts, Web pages for both internet and intranet, progress reports, newsletters, and so forth. Edit documents to ensure high quality and adherence to standards. Participate in process improvement efforts. Editing, writing or rewriting technical material and technical writing for applying to effective graphic design. Update internal and external websites with corporate news, technical solution profiles, job openings, announcements, etc. Maintain corporate library of online business forms and project management worksheets. Help design and implement new forms, Web pages, templates, and instructions. Assist with project planning, tracking, and reporting. Take minutes at meetings about process.

Minimum Education: A Bachelor of Arts in Technical Writing or a related field, such as journalism or a Bachelor of Science degree in a technology-related discipline and a minimum of fifteen years of overall relevant experience is required. Courses in Web coding and authoring systems, such as Extensible Markup Language (XML) or Hypertext Markup Language (HTML), as well as desktop and electronic publishing, can also enhance a technical writer's skill set.
**Equivalent** – The substitution rules contained in Table 1 apply to this labor category.

**SCA Eligible Labor Category** – The Administration Project Assistant has been identified as a SCA eligible labor category.

<table>
<thead>
<tr>
<th>SCA Eligible Labor Categories</th>
<th>SCA Equivalent Code - Title</th>
<th>WD Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Project Assistant **</td>
<td>01313 - Secretary III</td>
<td>WD 15-4281</td>
</tr>
</tbody>
</table>

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).