GENERAL SERVICES ADMINISTRATION

Federal Supply Service
Authorized Federal Supply Schedule Price List

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

Multiple Award Schedule

Federal Supply Group: Professional Services

FSC Classes: DA01 and R408

Contract Number: 47QRAA18D00DK

Contract Period: August 7, 2018 through August 6, 2023

Contractor: Weris, Inc., 21355 Ridgetop Circle, Suite 160, Sterling, VA 20166
Phone number: 703 429 1126; Fax number: 703 429 1103;
POC: Zongwei Tao, President, zongwei.tao@weris-inc.com

BUSINESS SIZE: Small Business

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-0009, effective 5/25/2022.

Prices Shown Herein are Net (discount deducted)
CUSTOMER INFORMATION:

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to item descriptions and awarded price(s):

<table>
<thead>
<tr>
<th>SIN</th>
<th>Recovery</th>
<th>Cooperative Purchasing</th>
<th>SIN Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151S</td>
<td>54151S-RC</td>
<td>54151S-STLOC</td>
<td>Information Technology Professional Services</td>
</tr>
<tr>
<td>541611</td>
<td>541611-RC</td>
<td></td>
<td>Management &amp; Financial Consulting, Acquisition &amp; Grants Management Support, Business Program &amp; Project Management Services</td>
</tr>
<tr>
<td>OLM</td>
<td>OLM-RC</td>
<td>OLM-STLOC</td>
<td>Order Level Materials</td>
</tr>
</tbody>
</table>

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. See Page 4

1c. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item. See Page 5

2. Maximum Order: $1,000,000.00

3. Minimum Order: $100.00

4. Geographic Coverage (delivery Area): Domestic Only

5. Point(s) of production (city, county): Same as company address

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

7. Quantity discounts: 1% for orders over the SAT; 1.5% for task orders between $250,000 and $500,000; and 2% for task order over $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 (list items by country of origin): Not Applicable

10a. Time of Delivery (Contractor insert number of days): To be determined at the Task Order level

10b. Expedited Delivery. Items available for expedited delivery are noted in this price list. To be determined at the Task Order level
10c. **Overnight and 2-day delivery.** To be determined at the Task Order level

10d. **Urgent Requirements.** To be determined at the Task Order level

11. **F.O.B Points(s):** Destination

12a. **Ordering Address(es):** Same as Contractor

12b. **Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.

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

14. **Warranty provision:** Standard Commercial Warranty Terms & Conditions.

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

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

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

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

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

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

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

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

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

22b. **If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor’s website or other location.) The EIT standards can be found at:** [www.Section508.gov](http://www.Section508.gov). N/A

23. **Unique Entity Identifier (UEI) number:** V4T4LAWDEKM6

24. **Notification regarding registration in System for Award Management (SAM) database:** WERIS, Inc. is registered and active in SAM.
## Awarded Labor Category Rates

<table>
<thead>
<tr>
<th>SINs</th>
<th>Labor Category</th>
<th>Minimum Education</th>
<th>Minimum Experience</th>
<th>(Year 4) 8/7/21 – 8/6/22</th>
<th>(Year 5) 8/7/22 – 8/6/23</th>
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<tbody>
<tr>
<td>541611</td>
<td>Program Manager</td>
<td>Bachelors</td>
<td>15</td>
<td>$172.12</td>
<td>$175.90</td>
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<td>541611</td>
<td>Senior Consultant</td>
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<td>$154.48</td>
<td>$157.88</td>
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<td>541611</td>
<td>Senior Data Analyst</td>
<td>Bachelors</td>
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<td>541611</td>
<td>Data Analyst</td>
<td>Bachelors</td>
<td>4</td>
<td>$94.45</td>
<td>$96.53</td>
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<tr>
<td>541611</td>
<td>Technical Writer/Editor**</td>
<td>Bachelors</td>
<td>3</td>
<td>$90.75</td>
<td>$92.74</td>
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<tr>
<td>541611</td>
<td>Graphic Designer**</td>
<td>Associates</td>
<td>5</td>
<td>$87.98</td>
<td>$89.92</td>
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<tr>
<td>541611</td>
<td>Documentation Specialist</td>
<td>Bachelors</td>
<td>5</td>
<td>$88.59</td>
<td>$90.54</td>
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<tr>
<td>541611</td>
<td>Training Specialist**</td>
<td>Bachelors</td>
<td>5</td>
<td>$89.78</td>
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<tr>
<td>541611</td>
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<td>54151S</td>
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<td>54151S</td>
<td>Project Manager</td>
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<td>54151S</td>
<td>Quality Control Manager</td>
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<td>6</td>
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<td>Senior Business Analyst</td>
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<td>54151S</td>
<td>Business Analyst</td>
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<td>54151S</td>
<td>Senior Systems Analyst</td>
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<td>Software Programmer</td>
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<td>$83.87</td>
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<td>54151S</td>
<td>Database Specialist</td>
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<td>54151S</td>
<td>Operations Research Analyst</td>
<td>Bachelors</td>
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<td>$90.68</td>
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<td>54151S</td>
<td>Statistician</td>
<td>Bachelors</td>
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<td>$86.35</td>
<td>$88.25</td>
</tr>
<tr>
<td>54151S</td>
<td>Technical Writer/Editor**</td>
<td>Bachelors</td>
<td>3</td>
<td>$83.18</td>
<td>$85.01</td>
</tr>
<tr>
<td>54151S</td>
<td>Graphic Designer**</td>
<td>Associates</td>
<td>5</td>
<td>$80.65</td>
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<tr>
<td>54151S</td>
<td>Documentation Specialist</td>
<td>Bachelors</td>
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<td>$81.19</td>
<td>$82.98</td>
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<tr>
<td>54151S</td>
<td>Information Technology Trainer</td>
<td>Bachelors</td>
<td>5</td>
<td>$80.74</td>
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<tr>
<td>54151S</td>
<td>Research Analyst</td>
<td>Bachelors</td>
<td>2</td>
<td>$50.15</td>
<td>$51.25</td>
</tr>
<tr>
<td>SINs</td>
<td>Labor Category</td>
<td>Minimum Education</td>
<td>Minimum Experience</td>
<td>(Year 4) 8/7/21 – 8/6/22</td>
<td>(Year 5) 8/7/22 – 8/6/23</td>
</tr>
<tr>
<td>-------</td>
<td>----------------------------------------</td>
<td>-------------------</td>
<td>--------------------</td>
<td>--------------------------</td>
<td>--------------------------</td>
</tr>
<tr>
<td>54151S</td>
<td>Program Administrative Assistant</td>
<td>HS Diploma</td>
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<td>$37.04</td>
<td>$37.86</td>
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<tr>
<td>54151S</td>
<td>Information Technology Help Desk</td>
<td>Associates</td>
<td>2</td>
<td>$53.46</td>
<td>$54.63</td>
</tr>
</tbody>
</table>

**Labor Category Descriptions for SIN 541611**

**Methodology for Substitution of education with Professional Experience**

- 2 years of professional experience can be used in lieu of a High School diploma.
- 3 years of professional experience can be used in lieu of an Associate degree.
- 4 years of professional experience can be used in lieu of a Bachelor degree education.
- 6 years of relevant professional experience can be used in lieu of a Master degree.

1. **Commercial Job Title: Program Manager**

**Minimum/General Experience:** Minimum of 15 years of general experience is required, of which 10 years must be specialized in performing program management for large government contracts. A PMP certificate is desired but not mandatory.

*Alternate Experience Requirements: A Master’s degree* (in the fields described below) requires 8 years specialized experience and 13 years of general experience. A *Ph.D.* (in the fields described below) requires 6 years specialized experience and 11 years of general experience. A minimum of a *Bachelor’s degree* (in the fields described below) is required for this category.

**Functional Responsibility:** Provide program leadership and vision; developing and managing a clear and detailed program plan; managing multiple projects and applying common standards and processes to the execution of projects. Provide guidance and direction in multiple tasks across several functional areas and including the use of different technologies. Responsible for the effective management of funds and personnel, and is accountable for the quality and timely delivery of contractual items. Coordinate between project managers and the scheduling and tracking of projects. Monitor program progress, issues, risks and reports. Oversee and manage program budget and contract administration. Serve as the primary point of contact to the CO and COR on all matters. Provide supervision and guidance to personnel as appropriate.

Prepare and/or give presentations and briefings. Possess strong interpersonal and customer service skills. Have strong problem-solving skills and be able to quickly address and resolve a variety of issues. Operate within client guidance, contractual limitations, and Company business and policy directives. Serve as focal point of contact with client on program activities. Ensure that all required resources including manpower, production standards, computer time, and facilities are available for program implementation. Manage program consisting of multiple projects including project identification, design, development and delivery. Confers with project manager to provide technical advice and to assist with problem resolution. Participate in contract negotiations.
Minimum Education: Bachelor's Degree in Engineering, Business, or other related scientific or technical discipline.

2. Commercial Job Title: Project Manager

Minimum/General Experience: Minimum of 6 years of general experience is required, of which 4 years must be specialized in managing complex projects with increasing responsibilities in design and management. A PMP certificate is desired but not mandatory.

Alternate Experience Requirements: A Master's degree (in the fields described below) requires 3 years specialized experience and 4 years of general experience. A Ph.D. (in the fields described below) requires 2 years specialized experience and 3 years of general experience.

Functional Responsibility: Leads the project or multiple tasks and retains overall responsibility for performance including cost, schedule, deliverables and contractual compliance. Provides the interface to the customer and other project leaders. May work under a Program Manager for multiple projects. Identifies, acquires, and utilizes company resources to achieve project technical objectives. Establishes priorities, task assignment and completion. Ensures quality and productivity standards are maintained while meeting project/client deadlines and budget constraints. Serves as the client liaison on all project matters. Performs a quality assurance role and ensures timely delivery of all specified deliverables. Identifies all task responsibilities and reports any changes or suggestions accordingly to a senior Project Manager or Program Manager. Supervises the training of new personnel under the project to assure compliance with government regulations, codes, and Company policy and procedures. Participates in contract negotiations.

Minimum Education: Bachelor's degree in Engineering, Business, Computer Sciences or other related scientific or technical discipline.

3. Commercial Job Title: Senior Consultant

Minimum/General Experience: Minimum of 8 years of experience is required, of which 6 years must be specialized in business process or requirements analysis.

Alternate Experience Requirements: A Master’s degree (in the fields described below) requires 4 years specialized experience and 6 years of general experience. A Ph.D. (in the fields described below) requires 3 years specialized experience and 5 years of general experience.

Functional Responsibility: Formulates and defines systems scope and objectives based on both user needs and a thorough understanding of business systems and industry requirements. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operation time, and form of desired results. Includes analysis of business and user needs, documentation of requirements, and translation into proper system requirements specifications. Provides consultation on complex projects and is considered to be the top-level contributor/specialist of most phases of systems analysis, while considering the
business implications of the application of technology to the current and future business environment.

**Minimum Education:** Bachelor's Degree in Engineering, Business, Computer Sciences or other related scientific or technical discipline.

4. **Commercial Job Title: Consultant**

**Minimum/General Experience:** Minimum of 5 years of experience is required, of which 3 years must be specialized in business process or requirements analysis.

*Alternate Experience Requirements: A Master's degree (in the fields described below) requires 2 years specialized experience and 4 years of general experience. A Ph.D. (in the fields described below) requires 1 year of general experience.*

**Functional Responsibility:** Applies process improvement and re-engineering methodologies and principles to conduct process modernization projects. Functions include activity and data modeling, developing modern business methods, identifying best practices, and creating and assessing performance measurements. Provides group facilitation, interviewing, training, and provides additional forms of knowledge transfer. Applies intensive and diversified knowledge of engineering and practices in broad area of assignments. May be under the supervision and direction of a Project Manager.

**Minimum Education:** Bachelor's Degree in Engineering, Business, Education, Management Sciences, Psychology, Human Resources Development/Management, or other related discipline.

5. **Commercial Job Title: Senior Data Analyst**

**Minimum/General Experience:** Minimum of 8 years of experience is required, of which six years must be specialized: superior functional knowledge of task order specific requirements, or developing functional requirements for complex projects. Demonstrated ability to work independently or under only general direction.

**Functional Responsibility:** Performs technical data work using both standard and non-standard analysis, design, and requirements definition, determines customer requirements for the final program or analyzes problems in terms of such factors as user requirements, processing turn-around time requirements, input and output checking, and overall problem-schedule requirements. May provide advice on computer system design configurations, procedural and technical aspects of automated records. Responsibilities also include: Data Acquisition, Compilation and Analysis Support; Electronic Reporting, Data Dissemination Support; System Maintenance, Modification and Technical Support.

**Minimum Education:** Bachelor's Degree in a related engineering, physical science, or technical field with specialization in project analysis, maintenance, and administration.

6. **Commercial Job Title: Data Analyst**
**Minimum/General Experience:** Minimum of 4 years of experience is required, of which three years must be specialized developing functional requirements and data elements for complex integrated projects. Demonstrated ability to work independently or under only general direction on complex operations research problems.

**Functional Responsibility:** Provides highly technical and specialized data support and solutions to complex operations research challenges. Performs analyses, studies and reviews project life cycle activities. Performs quantitative studies of system performance and work flow metrics, including the economic costs and benefits of work processes; and evaluates problems analytically and systematically, then recommends appropriate corrective actions.

**Minimum Education:** Bachelor's Degree in any one of the fields of Computer Science, Engineering, Operations Research, mathematics, or other related engineering or technical discipline.

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

**Minimum/General Experience:** Minimum of 3 years specialized experience. Specialized experience required includes: writing or editing technical documents in applicable Government and/or industry standards.

*Alternate Experience Requirements:* A Master's degree (in the fields described below) requires two years specialized experience and three years of general experience. A Ph.D. (in the fields described below) requires one year of specialized experience and three years of general experience.

**Functional Responsibility:** Collects and analyzes applicable technical documentation. Organizes material and writes descriptive copy according to established standards regarding order, clarity, conciseness, style, and terminology. Reviews published materials and recommends revisions or changes in scope, format, content, and methods of reproduction and binding. May select photographs, drawings, sketches, diagrams, and charts to illustrate material. May assist in laying out material for publication. Uses automated tools, including computer terminal and word processing or desktop publishing software in performing assigned duties. May coordinate the production and distribution of material.

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

8. **Commercial Job Title: Graphics Designer**

**Minimum/General Experience:** 5 years of experience providing word processing and graphics development support, similar to that described under functional responsibility, and having knowledge and understanding of applicable technical concepts and practices.

**Functional Responsibility:** Provides desktop publishing services for the production of hardcopy material. Produces graphic materials for use in publications, presentations, and informational materials. Evaluates hardware and software products to be used for
desktop publishing, computer graphics, and document production, and makes recommendations for procurement. Troubleshoots problems with hardware and software used for desktop publishing. Reviews documentation for technical completeness, accuracy and user understanding prior to publication.

**Minimum Education:** Associate’s Degree in art or graphic design from a technical school or college.

9. **Commercial Job Title: Documentation Specialist**

**Minimum/General Experience:** Minimum of 5 years of experience is required, of which two years must be specialized. Specialized experience required includes preparing technical documentation, which is to include research or application of applicable Government and industry documentation standards. General experience required includes technical writing and documentation experience pertaining to any aspect of automatic data processing.

*Alternate Experience Requirements:* A Master’s degree (in the fields described below) requires two years specialized experience and three years of general experience. A Ph.D. (in the fields described below) requires two years specialized experience.

**Functional Responsibility:** Responsible for documentation including directing the work of others in the accomplishment of assigned documentation work. Collects and analyzes technical literature available. Organizes material and writes descriptive copy according to established standards regarding order, clarity, conciseness, style, and terminology. Reviews published materials and recommends revisions or changes in scope, format, content, and methods of reproduction and binding. May select photographs, drawings, sketches, diagrams, and charts to illustrate material. May assist in laying out material for publication. Uses automated tools, including computer terminal and word processing or desktop publishing software in performing assigned duties. May coordinate the production and distribution of material.

**Minimum Education:** Bachelor’s Degree in English, Literature, Computer Science, Information Systems, Business, or other related field.

10. **Commercial Job Title: Training Specialist**

**Minimum/General Experience:** 5 years of business and/or technical training course development and stand-up instruction experience.

**Functional Responsibility:** Develops and provides lesson plans, course outlines, and classroom materials to support presentations and/or instruction on business and technical subject matter. Provides stand-up course instruction as well as develops supporting curriculum materials.

**Minimum Education:** Bachelor’s Degree or an additional four years of related experience.

11. **Commercial Job Title: Project Analyst**

**Minimum/General Experience:** 2 years of experience providing project support and
research functional analysis support, similar to that described under functional responsibility, and having knowledge and understanding of applicable technical concepts and practices.

**Functional Responsibility:** Participates in the analysis of functional business applications for functional activities. Assists in the development of block diagram and logic flow charts.

Translates detailed design project documentation. Reviews policy and project specifications to insure compliance and technical accuracy. Helps to prepare required documentation, including presentations and training documentation. Examines project timelines to reduce operating costs and improve efficiency.

**Minimum Education:** Bachelor's Degree in a related engineering, computer science, physical science, or technical field.
Labor Category Descriptions for SIN 54151S

Methodology for Substitution of education with Professional Experience

- 2 years of professional experience can be used in lieu of a High School diploma.
- 3 years of professional experience can be used in lieu of an Associate degree.
- 4 years of professional experience can be used in lieu of a Bachelor degree education.
- 6 years of relevant professional experience can be used in lieu of a Master degree.

1. Commercial Job Title: Program Manager

**Minimum/General Experience:** Minimum of 15 years of general experience is required, of which 10 years must be specialized in performing program management for large government contracts.

*Alternate Experience Requirements:* A Master’s degree (in the fields described below) requires 8 years specialized experience and 13 years of general experience. A Ph.D. (in the fields described below) requires 6 years specialized experience and 11 years of general experience. A minimum of a Bachelor’s degree (in the fields described below) is required for this category.

**Functional Responsibility:** Provide program leadership and vision; developing and managing a clear and detailed program plan; managing multiple projects and applying common standards and processes to the execution of projects. Provide guidance and direction in multiple tasks across several functional areas and including the use of different technologies. Responsible for the effective management of funds and personnel, and is accountable for the quality and timely delivery of contractual items. Coordinate between project managers and the scheduling and tracking of projects. Monitor program progress, issues, risks and reports. Oversee and manage program budget and contract administration. Serve as the primary point of contact to the CO and COR on all matters. Provide supervision and guidance to personnel as appropriate. Prepare and/or give presentations and briefings. Possess strong interpersonal and customer service skills.

Have strong problem-solving skills and be able to quickly address and resolve a variety of issues. Operate within client guidance, contractual limitations, and Company business and policy directives. Serve as focal point of contact with client on program activities. Ensure that all required resources including manpower, production standards, computer time, and facilities are available for program implementation. Manage program consisting of multiple projects including project identification, design, development and delivery. Confers with project manager to provide technical advice and to assist with problem resolution. Participate in contract negotiations.

**Minimum Education:** Bachelor’s Degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. A PMP certificate is required.

2. Commercial Job Title: Project Manager

**Minimum/General Experience:** Minimum of 6 years of general experience is required, of which 4 years must be specialized in managing complex IT projects with increasing responsibilities in information systems design and management.
Alternate Experience Requirements: A Master's degree (in the fields described below) requires 3 years specialized experience and 4 years of general experience. A Ph.D. (in the fields described below) requires 2 years specialized experience and 3 years of general experience.

Functional Responsibility: Leads the project or multiple tasks and retains overall responsibility for performance including cost, schedule, deliverables and contractual compliance. Provides the interface to the customer and other project leaders. May work under a Program Manager for multiple projects. Identifies, acquires, and utilizes company resources to achieve project technical objectives. Establishes priorities, task assignment and completion. Ensures quality and productivity standards are maintained while meeting project/client deadlines and budget constraints. Serves as the client liaison on all project matters. Performs a quality assurance role and ensures timely delivery of all specified deliverables. Identifies all task responsibilities and reports any changes or suggestions accordingly to a senior Project Manager or Program Manager. Supervises the training of new personnel under the project to assure compliance with government regulations, codes, and Company policy and procedures. Participates in contract negotiations.

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. A PMP certificate is highly desired.

3. Commercial Job Title: Quality Control Manager

Minimum/General Experience: Minimum of 6 years of experience is required, of which 4 years must be specialized experience in performing quality control quality management responsibilities in IT projects.

Alternate Experience Requirements: A Master’s degree (in the fields described below) requires 3 years specialized experience and 4 years of general experience. A Ph.D. (in the fields described below) requires 2 years specialized experience and 3 years of general experience.

Functional Responsibility: Responsible for verification and validation, software testing and integration, and software metrics, and their application to software quality assessment, the preparation and analysis of software and documentation evaluation processes. Maintain and establish a quality control process for evaluating software and associated documentation. Must be able to determine the resources required for IT quality control. Must be able to maintain the level of quality throughout the software lifecycle. Develops software quality assurance plans. Conduct formal and informal reviews at predetermined points throughout the development lifecycle.

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

4. Commercial Job Title: Senior Business Analyst

Minimum/General Experience: Minimum of 8 years of experience is required, of which 6 years must be specialized in business process or requirements analysis.
Alternate Experience Requirements: A Master’s degree (in the fields described below) requires 4 years specialized experience and 6 years of general experience. A Ph.D. (in the fields described below) requires 3 years specialized experience and 5 years of general experience.

Functional Responsibility: Formulates and defines systems scope and objectives based on both user needs and a thorough understanding of business systems and industry requirements. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operation time, and form of desired results. Includes analysis of business and user needs, documentation of requirements, and translation into proper system requirements specifications. Provides consultation on complex projects and is considered to be the top level contributor/specialist of most phases of systems analysis, while considering the business implications of the application of technology to the current and future business environment.

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

5. Commercial Job Title: Business Analyst

Minimum/General Experience: Minimum of 5 years of experience is required, of which 3 years must be specialized in business process or requirements analysis.

Alternate Experience Requirements: A Master’s degree (in the fields described below) requires 2 years specialized experience and 4 years of general experience. A Ph.D. (in the fields described below) requires 1 year of general experience.

Functional Responsibility: Applies process improvement and re-engineering methodologies and principles to conduct process modernization projects. Functions include activity and data modeling, developing modern business methods, identifying best practices, and creating and assessing performance measurements. Provides group facilitation, interviewing, training, and provides additional forms of knowledge transfer. Applies intensive and diversified knowledge of engineering and practices in broad area of assignments. May be under the supervision and direction of a Principal Business Process Re-Engineering Specialist.

Minimum Education: Bachelor’s Degree in Computer Science, Information Systems, Engineering, Business, Education, Management Sciences, Psychology, Human Resources Development/Management, or other related discipline.

6. Commercial Job Title: Functional Specialist

Minimum/General Experience: Minimum of 4 years of experience is required, of which 3 years must be demonstrated specialized experience in the field of the task required functional area.

Alternate Experience Requirements: A Master’s degree (in the fields described below) requires 2 years specialized experience and 3 years of general experience. A Ph.D. (in the fields described below) requires 1 year of general experience.
**Functional Responsibility:** Recommends improvements or modifications in sequence of operations, equipment utilization and related matters. Examines and analyzes current and contemplated operations for developing, defining, and coordinating user requirements which will satisfy the total program need. Translates user requirements into system specifications, data management plans, configuration management plans, life cycle management documentation, integrated logistics support plans and related operational summaries. Assists in the design, development, and analysis, test and maintenance of logical and physical databases. Writes specification manuals and user documentation for client or user personnel. Gathers information from users, defines work problems, and designs a system and procedures to resolve problems.

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

7. **Commercial Job Title: Senior Systems Analyst**

**Minimum/General Experience:** 6 years of experience with 4 years of specialized experience in system analysis, maintenance, and administration.

**Functional Responsibility:** Performs technical work using both standard and non-standard analysis, design, and programming techniques, determines customer requirements for the final program or system, analyzes problems in terms of such factors as user requirements, input data and form, output data and form, available computer configuration, processing turn-around time requirements, input and output checking, and overall problem-schedule requirements.

Position advises on information technology to help define automation needs. May provide advice on system design configurations, procedural and technical aspects of automated records, hardware acquisition and maintenance, and develops and writes suitable source code required for computer processing. Responsibilities also include: Data Acquisition, Compilation and Analysis Support; Electronic Reporting and Data Entry Applications Support; Database and Database Systems Support; Data Dissemination Support; System Maintenance, Modification and Technical Support.

**Minimum Education:** Bachelor's Degree in a related engineering, computer science, physical science, or technical field.

8. **Commercial Job Title: Systems Analyst**

**Minimum/General Experience:** Minimum of 3 years of experience is required, of which 1 year must be specialized in system analysis, maintenance, and administration.

**Functional Responsibility:** Performs administrative and operational duties on DOS, UNIX, Windows, and other micro-computer, mini-, and mainframe computer-based systems. Creates and maintains user profiles as required by the vendor or application software. Analyzes, evaluates and tests software/hardware problems. Works with and troubleshoots intra-system telecommunications. Monitors multiple systems and networking between the systems. Presents recommended solutions for effective system performance. Assists in the installation planning of computer facilities, evaluation of COTS application software (and
upgrades) proposed for use on the network(s). Troubleshoots existing networks and assists programmers in software design, development and testing of Local and Wide Area Networks.

Participates in system feasibility studies concerning computer performance, and hardware/software evaluations. Evaluates communications systems with regard to technological and regulatory issues. Participates in the design and development of integrated communications systems. Assists in configuration management of micro-computer systems and networking between the systems.

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

9. **Commercial Job Title:** Software Programmer

**Minimum/General Experience:** Two years of experience providing computer software development, operating system development, tailoring, and maintenance support, similar to that described under functional responsibility, and having knowledge and understanding of applicable technical concepts and practices.

**Functional Responsibility:** Creates and/or maintains software, operating systems, communications software, database packages, compilers, assemblers, and utility programs. Modifies existing operating system software as well as creates special-purpose software/operating system routines to ensure efficiency and integrity between operating systems and software applications.

**Minimum Education:** Bachelor's Degree in a related engineering, computer science, physical science, or technical field.

10. **Commercial Job Title:** Database Specialist

**Minimum/General Experience:** Five years of experience providing design and development support for database applications, database utilities, and graphical user interfaces, similar to that described under functional responsibility, and having knowledge and understanding of applicable technical concepts and practices.

**Functional Responsibility:** Provides database design, development, administration, and maintenance support. Translates and programs user functional requirements and specifications into database applications. Generates database reports. Uses database toolsets to aid in database application design and development. Develops reporting and data input utilities. Develops graphical user interfaces to aid in information entry and retrieval by system users. Develops required database and supporting technical and user documentation to ensure efficient use of developed database systems and to maintain an accurate configuration control and maintenance update mechanism.

**Minimum Education:** Bachelor's Degree in a related engineering, computer science, physical science, or technical field.

12. **Commercial Job Title:** System Engineer
Minimum/General Experience: Minimum of six years of experience, of which at least four years must be specialized. Specialized experience required includes: use of current system engineering technologies, structured analysis, design methodologies, and design tools and other design techniques, object oriented principles, and experience with logical and physical functional, operational, and technical architecture of large and complex information systems.

Alternate Experience Requirements: A Master’s degree (in the fields described below) requires three years specialized experience and four years of general experience. A Ph.D. (in the fields described below) requires two years specialized experience and three years of general experience.

Functional Responsibility: Performs analysis, design, and development of complex computer systems software. Evaluates user needs with the maintenance of single-product modules and sub-systems. Designs and develops utility programs and operating systems adjuncts such as executive programs. Participates in the development of test strategies, devices and systems. Researches and develops solutions to the systems problems identified during testing or reported by quality assurance. Assists in the identification and evaluation of software and hardware products.

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

13. Commercial Job Title: Operations Research Analyst

Minimum/General Experience: Eight (8) years of general and progressively responsible experience for performing operations research analyses. Demonstrated ability to work independently or under only general direction on complex operations research problems.

Functional Responsibility: Provides highly technical and specialized guidance, and solutions to, complex operations research challenges. Performs analyses, studies and reviews for architecture and system life cycle activities. Performs quantitative studies of system performance and work flow metrics, including the economic costs and benefits of information technology and work processes; and evaluates problems analytically and systematically, then recommends appropriate corrective actions.

Minimum Education: Bachelor’s Degree in any one of the fields of Computer Science, Computer Engineering, Operations Research, Information Systems, mathematics, or other related engineering or technical discipline.

14. Commercial Job Title: Statistician

Minimum/General Experience: Seven years of experience conducting advanced statistical analyses using SAS, SPSS, and other statistical analysis software products. Possesses working knowledge of statistical principles, methods, and techniques.

Functional Responsibility: Conducts statistical research and analysis and compiles and interprets statistical records and reports of programs, projects, and activities. Accountable for the adequacy of the statistical methods selected and the accuracy of the results obtained. Determines methods of statistical analysis and applies statistical techniques to determine measures of central tendency, correlation, sample size, significance of
differences, etc. Compiles and analyzes data, interpreting trends, fluctuations, and other changes. Prepares reports, graphs, charts, and occasionally provides oral presentations of the results of statistical studies. Researches pertinent literature in a designed project area and analyzes applicability of concepts. May consult with program and administrative staff in the development and completion of projects. May perform specialized statistical analysis involving correlation and regression equations. May supervise clerical personnel engaged in carrying out statistical clerical procedures.

**Minimum Education:** Bachelor's degree in statistics, mathematics, or a behavioral science.

15. Commercial Job Title: Technical Writer/Editor

**Minimum/General Experience:** Minimum of three years specialized experience. Specialized experience required includes: writing or editing technical documents in applicable Government and/or industry standards.

*Alternate Experience Requirements:* A Master’s degree (in the fields described below) requires two years specialized experience and three years of general experience. A Ph.D. (in the fields described below) requires one year of specialized experience and three years of general experience.

**Functional Responsibility:** Collects and analyzes applicable technical documentation. Organizes material and writes descriptive copy according to established standards regarding order, clarity, conciseness, style, and terminology. Reviews published materials and recommends revisions or changes in scope, format, content, and methods of reproduction and binding. May select photographs, drawings, sketches, diagrams, and charts to illustrate material. May assist in laying out material for publication. Uses automated tools, including computer terminal and word processing or desktop publishing software in performing assigned duties. May coordinate the production and distribution of material.

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

16. Commercial Job Title: Graphics Designer

**Minimum/General Experience:** Five years of experience providing word processing and graphics development support, similar to that described under functional responsibility, and having knowledge and understanding of applicable technical concepts and practices.

**Functional Responsibility:** Provides desktop publishing services for the production of hardcopy material. Produces graphic materials for use in publications, presentations, and informational materials. Evaluates hardware and software products to be used for desktop publishing, computer graphics, and document production, and makes recommendations for procurement. Troubleshoots problems with hardware and software used for desktop publishing. Reviews documentation for technical completeness, accuracy and user understanding prior to publication.

**Minimum Education:** Associate's Degree, or a related Technical Certificate from a Technical School or recognized Vocational Program. In lieu of education an additional two years of experience is required.
17. Commercial Job Title: Documentation Specialist

**Minimum/General Experience:** Minimum of five years of experience is required, of which two years must be specialized. Specialized experience required includes: preparing technical documentation, which is to include research or application of applicable Government and industry documentation standards. General experience required includes: technical writing and documentation experience pertaining to any aspect of automatic data processing.

*Alternate Experience Requirements:* A Master’s degree (in the fields described below) requires two years specialized experience and three years of general experience. A Ph.D. (in the fields described below) requires two years specialized experience.

**Functional Responsibility:** Responsible for documentation including directing the work of others in the accomplishment of assigned documentation work. Collects and analyzes technical literature available. Organizes material and writes descriptive copy according to established standards regarding order, clarity, conciseness, style, and terminology. Reviews published materials and recommends revisions or changes in scope, format, content, and methods of reproduction and binding. May select photographs, drawings, sketches, diagrams, and charts to illustrate material. May assist in laying out material for publication. Uses automated tools, including computer terminal and word processing or desktop publishing software in performing assigned duties. May coordinate the production and distribution of material.

**Minimum Education:** Bachelor's Degree in English, Literature, Computer Science, Information Systems, Business, or other related field.

18. Commercial Job Title: Information Technology Trainer

**Minimum/General Experience:** Five years of business and/or technical Information Technology course development and stand-up instruction experience.

**Functional Responsibility:** Develops and provides lesson plans, course outlines, and classroom materials to support presentations and/or instruction on business and technical subject matter. Provides stand-up course instruction as well as develops supporting curriculum materials.

**Minimum Education:** Bachelor's Degree or an additional four years of related experience.

19. Commercial Job Title: Research Analyst

**Minimum/General Experience:** Two years of experience providing computer software applications, development and maintenance research support, similar to that described under functional responsibility, and having knowledge and understanding of applicable technical concepts and practices.

**Functional Responsibility:** Participates in the analysis of functional business/technical applications and design specifications for functional activities. Assists in the development of block diagram and logic flow charts. Translates detailed design into computer application
software. Tests, debugs, and refines the computer software to produce the required product. Helps to prepare required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time or improve efficiency.

**Minimum Education:** Bachelor's Degree in a related engineering, computer science, physical science, or technical field.

**19. Commercial Job Title: Program Administrative Specialist**

**Minimum/General Experience:** Minimum of four years of office and/or clerical work experience. Experience required includes: performing diversified clerical, administrative, and general office duties of a highly responsible and confidential nature to manager(s) and staff. This position requires knowledge of applicable policies, organization, and a high level of technical skills using automation tools including word processing, graphics and records management.

**Functional Responsibility:** Communicates and/or coordinates instructions with various individuals and/or departments. Furnishes and obtains information from multiple sources. Organizes and maintains files of correspondence and records including automated records management systems. Follows up on pending matters. Acts as a receptionist, screens telephone calls, letters, and/or visitors, answers routine questions and furnishes information. Schedules appointments and coordinates arrangements for meetings and conferences, transcribes dictation, often of a technical and/or confidential nature. Composes and types routine letters and memorandum. Routes or answers routine correspondence not requiring manager's attention. Prepares special reports, gathering and summarizing data. Organizes and expedites flow of work through manager's office. Initiates follow-up action. May provide supervision, training and guidance to lower-level administrative assistants. May use automated IT systems for communications, document preparation, and data storage and retrieval. May identify requirements for office automation.

**Minimum Education:** High School Diploma or equivalent. A Bachelor’s degree is highly desired.

**20. Commercial Job Title: Information Technology Help Desk**

**Minimum/General Experience:** Two years of experience providing network and information systems help desk support, similar to that described under functional responsibility, and having knowledge and understanding of applicable technical concepts and practices.

**Functional Responsibility:** Provides phone and in-person technical and operational support to information systems and network users in the areas of electronic mail, directories, pass words, account security, standard desktop applications, network hook-ups, problem logging, and corrective maintenance support. Serves as the initial point of contact for troubleshooting hardware, software, workstation, network, and peripheral problems. Maintains status reports and records of maintenance.
Minimum Education: Associate’s Degree, or a related Technical Certificate from a Technical School or recognized Vocational Program. In lieu of education an additional two years of experience is required

Service Contract Labor Standards Matrix:

<table>
<thead>
<tr>
<th>SCLS Eligible Labor Category</th>
<th>SCLS Equivalent Code Title</th>
<th>Wage Determination No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical Writer/Editor</td>
<td>30463 - Technical Writer III</td>
<td>2015-4281</td>
</tr>
<tr>
<td>Graphic Designer</td>
<td>15080 - Graphic Artist</td>
<td>2015-4281</td>
</tr>
<tr>
<td>Training Specialist</td>
<td>15050 - Computer Based Training Specialist</td>
<td>2015-4281</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).