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 for GSA Advantage! is: GSAAdvantage.gov.

**Schedule:** Multiple Award Schedule

**Federal Supply Group:** Professional Services

**Contract Number:** 47QRAA22D006M

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

**Contractor:** Genwest Systems, Inc.

170 West Dayton, Suite 106A

Edmonds, WA  98020-5062

**Business Type/Size:** Small Business, Service-Disabled Veteran Owned

**Contact Information:** Renn Hanson, Contract Manager

Telephone: 425-771-2700

FAX: 425-672-8471

Website:  [www.genwest.com](http://www.genwest.com)

Email: renh@genwest.com

**Contract Period:** March 10, 2022 to March 9, 2027
CUSTOMER INFORMATION:

1a. Table of awarded special item number(s):

SIN 541219  Budget and Financial Management Services  
SIN 541370GIS Geographic Information Systems (GIS) Services  
SIN 54151S Information Technology Professional Services  
SIN 541620 Environmental Consulting Services  
SIN 561450 Business Information Services (BIS)  
SIN 611430 Professional and Management Development Training  
OLM OLM Order Level Materials (OLM)

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.

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.

2. Maximum order: $1,000,000, except 54151S $500,000; OLM $250,000

3. Minimum order: $100

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

5. Point(s) of production (city, county, and State or foreign country): Same as company address

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

7. Quantity discounts: N/A

8. Prompt payment terms: 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): None

10a. Time of delivery. (Contractor insert number of days): Specified on Task Order

10b. Expedited Delivery. The Contractor will insert the sentence Items available for expedited delivery are noted in this price list. under this heading. The Contractor may use a symbol of its choosing to highlight items in its price lists that have expedited delivery: Contact Contractor

10c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor

10d. Urgent Requirements. The Contractor will note in its price list the Urgent Requirements clause of its contract and advise agencies that they can also contact the Contractor's representative to affect a faster delivery: Contact Contractor

11. F.O.B. point(s): Destination
**Ordering address(es):** Same as Contractor

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

**Payment address(es):** Genwest Systems, Inc. PO Box 397, Edmonds, WA 98020-0397

**Warranty provision:** Contractor's standard commercial warranty

**Export packing charges, if applicable:** N/A

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

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

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

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

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

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

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

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

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. N/A

**Unique Entity Identifier (UEI) Number:** PXUEJT3LK776

**Notification regarding registration in System for Award Management (SAM) database:** Registered  SAM UEI: PXUEJT3LK776
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The Service Contract Labor Standard (SCLS) are applicable to this contract as it applies to the entire Multiple Award Schedule and all services provided. While no specific labor categories have been identified as being subject to SCLS due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CRF 541.300), this contract still maintains the provisions and protections for SCLS eligible labor categories.

If and/or when the contractor adds SCLS labor categories/employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCLS matrix identifying the GSA labor category titles, the occupational code, SCLS labor category titles and the applicable wage determination number. Failure to do so may result in cancellation of the contract.
Genwest Systems Detailed Labor Category Descriptions for SINs: 541219, 541370GIS, 54151S, 541620, 561450, 611430

Senior Subject Matter Expert

Functional Responsibility: Provide advanced technical or professional support including: advanced expertise and experience in analyzing subject-specific literature, data, and innovations; technical review, technical writing, and generates summaries, reports and presentations, such as technology assessments and program audits; translate complex scientific or technical information into clear, readable documents to be used by technical and non-technical personnel; provide technical and management skills for organizing large, complex technical projects.

Minimum Education: PhD in field relating to job responsibilities or equivalent expertise or technical certification.

Minimum/General Experience: Understand industry best practices for area of expertise. Minimum 13 years work-related experience operating at expert-level in specific area of expertise.

Subject Matter Expert

Functional Responsibility: Provide technical or professional support including: expertise and experience in analyzing subject-specific literature, data, and innovations; technical review, technical writing, and generates summaries, reports and presentations, such as technology assessments and program audits; translate complex scientific or technical information into clear, readable documents to be used by technical and non-technical personnel; provide technical and management skills for organizing large, complex technical projects.

Minimum Education: Master's degree in field relating to job responsibilities or equivalent expertise or technical certification.

Minimum/General Experience: Understand industry best practices for area of expertise. Minimum 11 years work-related experience operating at expert-level in specific area of expertise.
**Principal/Chief Scientist 1**

Functional Responsibility: Supervise Contract Managers. May act as Contract Manager and oversee all aspects of assigned contracts. May be the Contract Manager on several projects. May also act as Task Leader and ensure the execution of assigned projects. May be the Task Leader on several projects. As Task Leader, will plan the task, allocate and direct staff and other resources to accomplish the task, and will monitor progress. Will supervise team personnel and coordinate with other Task Leaders. Tasks may include advanced database design and development projects and advanced networking and hardware/software troubleshooting. Provide expert advice and consulting on IT-related problems.

Guide clients in formulating requirements, conduct feasibility studies, advise on alternative approaches, plan and manage system execution, provide high-level technical consulting for system design and implementation, design, implement and document system, oversee or perform system testing function, provide end-user support. Coordinate and maintain communication with the customer and task team throughout the duration of the project.

Provide top-level company direction and authority.

Minimum Education: Master’s degree in field relating to job responsibilities or equivalent experience or technical certification.

Minimum/General Experience: 18 years work-related experience which includes technical experience and competence in all phases of systems analysis and design including concepts and methods, hardware, software, system architecture and management practices. Must be experienced in upper-level management. Good oral and written communication skills. Must be able to communicate on technical issues. Good investigative skills. If programmer, must have advanced knowledge of specific programming languages. Exceptional ability to understand and develop solutions for client information technology requests is required.

**Program Manager/Chief Analyst 1**

Functional Responsibility: Supervise Contract Managers. May act as Contract Manager and oversee all aspects of assigned contracts. May be the Contract Manager on several projects. May also act as Task Leader and ensure the execution of assigned projects. May be the Task Leader on several projects. As Task Leader, will plan the task, allocate and direct staff and other resources to accomplish the task, and will monitor progress. Will supervise team personnel and coordinate with other Task Leaders. Tasks may include advanced database design and development projects and advanced networking and hardware/software troubleshooting. Provide expert advice and consulting on IT-related problems.
Guide clients in formulating requirements, conduct feasibility studies, advise on alternative approaches, plan and manage system execution, provide high-level technical consulting for system design and implementation, design, implement and document system, oversee or perform system testing function, provide end-user support. Coordinate and maintain communication with the customer and task team throughout the duration of the project.

Minimum Education: Master’s degree in field relating to job responsibilities or equivalent experience or technical certification.

Minimum/General Experience: 16 years work-related experience which includes technical experience and competence in all phases of systems analysis and design including concepts and methods, hardware, software, system architecture and management practices. Must be experienced in upper-level management. Good oral and written communication skills. Must be able to communicate on technical issues. Good investigative skills. If programmer, must have advanced knowledge of specific programming languages. Exceptional ability to understand and develop solutions for client information technology requests is required.

Senior Scientist 1

Functional Responsibility: Act as Contract Manager and oversee all aspects of assigned contracts. May be the Contract Manager on several projects. May also act as Task Leader and ensure the execution of assigned projects. May be the Task Leader on several projects. As Task Leader, will plan the task, allocate and direct staff and other resources to accomplish the task, and will monitor progress.

Will supervise team personnel and coordinate with other Task Leaders. Tasks may include advanced database design and development projects and advanced networking and hardware/software troubleshooting. Provide expert advice and consulting on IT-related problems.

Guide clients in formulating requirements, conduct feasibility studies, advise on alternative approaches, plan and manage system execution, provide high-level technical consulting for system design and implementation, design, implement and document system, oversee or perform system testing function, provide end-user support. Coordinate and maintain communication with the customer and task team throughout the duration of the project.

Minimum Education: Master’s degree in field relating to job responsibilities or equivalent experience or technical certification.
Minimum/General Experience: 14 years work-related experience which includes technical experience and competence in all phases of systems analysis and design including concepts and methods, hardware, software, system architecture and management practices. Must be experienced in upper-level management. Good oral and written communication skills. Must be able to communicate on technical issues. Good investigative skills. If programmer, must have advanced knowledge of specific programming languages. Exceptional ability to understand and develop solutions for client information technology requests is required.

**Senior Analyst 2**

Functional Responsibility: Act as Contract Manager and oversee all aspects of assigned contracts. May be the Contract Manager on several projects. May also act as Task Leader and ensure the execution of assigned projects. May be the Task Leader on several projects. As Task Leader, will plan the task, allocate and direct staff and other resources to accomplish the task, and will monitor progress. Will supervise team personnel and coordinate with other Task Leaders. Tasks may include advanced database design and development projects and advanced networking and hardware/software troubleshooting.

Guide clients in formulating requirements, conduct feasibility studies, advise on alternative approaches, plan and manage system execution, provide high-level technical consulting for system design and implementation, design, implement and document system, oversee or perform system testing function, provide end-user support. Coordinate and maintain communication with the customer and task team throughout the duration of the project.

Minimum Education: Master’s degree in field relating to job responsibilities or equivalent experience or technical certification.

Minimum/General Experience: 13 years work-related experience which includes technical experience and competence in all phases of systems analysis and design including concepts and methods, hardware, software, system architecture and management practices. Must be experienced in upper-level management. If programmer, must have 10 years of work-related experience and advanced knowledge of specific programming languages. Good oral and written communication skills. Must be able to communicate on technical issues. Good investigative skills. Exceptional ability to understand and develop solutions for client information technology requests is required.

**Senior Analyst 1**

Functional Responsibility: Act as Contract Manager and oversee all aspects of assigned contracts. May be the Contract Manager on several projects. May also act as Task Leader and ensure the execution of assigned projects. May be the Task Leader on several projects. As Task Leader, will plan the task, allocate and
direct staff and other resources to accomplish the task, and will monitor progress. Will supervise team personnel and coordinate with other Task Leaders. Tasks may include advanced database design and development projects and advanced networking and hardware/software troubleshooting.

Guide clients in formulating requirements, conduct feasibility studies, advise on alternative approaches, plan and manage system execution, provide high-level technical consulting for system design and implementation, design, implement and document system, oversee or perform system testing function, provide end-user support. Coordinate and maintain communication with the customer and task team throughout the duration of the project.

Minimum Education: Master’s degree in field relating to job responsibilities or equivalent experience or technical certification.

Minimum/General Experience: 12 years work-related experience which includes technical experience and competence in all phases of systems analysis and design including concepts and methods, hardware, software, system architecture and management practices. Must be experienced in upper-level management. If programmer, must have 10 years of work-related experience and advanced knowledge of specific programming languages. Good oral and written communication skills. Must be able to communicate on technical issues. Good investigative skills. Exceptional ability to understand and develop solutions for client information technology requests is required.

**Project Scientist 2**

Functional Responsibility: Act as Contract Manager and oversee all aspects of assigned contracts. May be the Contract Manager on several projects. May also act as Task Leader and ensure the execution of assigned projects. May be the Task Leader on several projects. As Task Leader, will plan the task, allocate and direct staff and other resources to accomplish the task, and will monitor progress. Will supervise team personnel and coordinate with other Task Leaders. Tasks may include advanced database design and development projects and advanced networking and hardware/software troubleshooting.

Guide clients in formulating requirements, conduct feasibility studies, advise on alternative approaches, plan and manage system execution, provide high-level technical consulting for system design and implementation, design, implement and document system, oversee or perform system testing function, provide end-user support. Coordinate and maintain communication with the customer and task team throughout the duration of the project.

Minimum Education: Bachelor’s degree in field relating to job responsibilities or equivalent experience or technical certification.
Minimum/General Experience: 11 years work-related experience which includes technical experience and competence in all phases of systems analysis and design including concepts and methods, hardware, software, system architecture and management practices. Must be experienced in project-level management. If programmer, must have 8 years of work-related experience and advanced knowledge of specific programming languages. Good oral and written communication skills. Must be able to communicate on technical issues. Good investigative skills.

Project Information Analyst 2

Functional Responsibility: Act as Contract Manager and oversee all aspects of assigned contracts. May be the Contract Manager on several projects. May also act as Task Leader and ensure the execution of assigned projects. May be the Task Leader on several projects. As Task Leader, will plan the task, allocate and direct staff and other resources to accomplish the task, and will monitor progress. Will supervise team personnel and coordinate with other Task Leaders. Tasks may include advanced database design and development projects and advanced networking and hardware/software troubleshooting.

Plan and manage system execution, provide high-level technical consulting for system design and implementation, design, implement and document system, oversee or perform system testing function, provide end-user support. Coordinate and maintain communication with the customer and task team throughout the duration of the project.

Minimum Education: Bachelor’s degree in field relating to job responsibilities or equivalent experience or technical certification.

Minimum/General Experience: 9 years work-related experience which includes technical experience and competence in systems analysis and design including concepts and methods, hardware, software, system architecture and management practices. Must be experienced in project-level management. If programmer, must have 6 years of work-related experience and advanced knowledge of specific programming languages. Good oral and written communication skills. Must be able to communicate on technical issues. Good investigative skills.
**Project Information Analyst 1**

Functional Responsibility: Act as Contract Manager and oversee all aspects of assigned contracts. May be the Contract Manager on several projects. May also act as Task Leader and ensure the execution of assigned projects. May be the Task Leader on several projects. As Task Leader, will plan the task, allocate and direct staff and other resources to accomplish the task, and will monitor progress. Will supervise team personnel and coordinate with other Task Leaders. Tasks may include advanced database design and development projects and advanced networking and hardware/software troubleshooting.

Plan and manage system execution, provide high-level technical consulting for system design and implementation, design, implement and document system, oversee or perform system testing function, provide end-user support. Coordinate and maintain communication with the customer and task team throughout the duration of the project.

Minimum Education: Bachelor’s degree in field relating to job responsibilities or equivalent experience or technical certification.

Minimum/General Experience: 8 years work-related experience which includes technical experience and competence in systems analysis and design including concepts and methods, hardware, software, system architecture and management practices. Must be experienced in project-level management. If programmer, must have 6 years of work-related experience and advanced knowledge of specific programming languages. Good oral and written communication skills. Must be able to communicate on technical issues. Good investigative skills.

**Lead Scientist 2**

Functional Responsibility: Act as Contract Manager and oversee all aspects of assigned contracts. May also act as Task Leader and ensure the execution of assigned projects. May be the Task Leader on several projects. As Task Leader, will plan the task, allocate and direct staff and other resources to accomplish the task, and will monitor progress. Will supervise team personnel and coordinate with other Task Leaders. Tasks may include advanced database design and development projects and advanced networking and hardware/software troubleshooting.

Plan and manage system execution, provide high-level technical consulting for system design and implementation, design, implement and document system, oversee or perform system testing function, provide end-user support. Coordinate and maintain communication with the customer and task team throughout the duration of the project.
Minimum Education: Bachelor’s degree in field relating to job responsibilities or equivalent experience or technical certification.

Minimum/General Experience: 7 years work-related experience which includes technical experience and competence in systems analysis and design including concepts and methods, hardware, software, system architecture and management practices. Must be experienced in mid-level management. Good oral and written communication skills. Must be able to communicate on technical issues. Good investigative skills.

**Lead Scientist 1**

Functional Responsibility: Act as Contract Manager and oversee all aspects of assigned contracts. May also act as Task Leader and ensure the execution of assigned projects. May be the Task Leader on several projects. As Task Leader, will plan the task, allocate and direct staff and other resources to accomplish the task, and will monitor progress. Will supervise team personnel and coordinate with other Task Leaders. Tasks may include advanced database design and development projects and advanced networking and hardware/software troubleshooting.

Plan and manage system execution, provide high-level technical consulting for system design and implementation, design, implement and document system, oversee or perform system testing function, provide end-user support. Coordinate and maintain communication with the customer and task team throughout the duration of the project.

Minimum Education: Bachelor’s degree in field relating to job responsibilities or equivalent experience or technical certification.

Minimum/General Experience: 6 years work-related experience which includes technical experience and competence in systems analysis and design including concepts and methods, hardware, software, system architecture and management practices. Must be experienced in mid-level management. Good oral and written communication skills. Must be able to communicate on technical issues. Good investigative skills.

**Lead Analyst 2**

Functional Responsibility: Perform assigned tasks under supervision of Contract Manager. Will act as Task Leader and will ensure the execution of assigned projects. May be the Task Leader on several projects. As Task Leader, will plan the task, allocate and direct staff and other resources to accomplish the task, and will monitor progress. Will supervise team personnel and coordinate with other Task Leaders. Tasks may include advanced database design and development projects and advanced networking and hardware/software troubleshooting.
Plan and manage system execution, provide high-level technical consulting for system design and implementation, design, implement and document system, oversee or perform system testing function, provide end-user support. Coordinate and maintain communication with the customer and task team throughout the duration of the project.

Minimum Education: Bachelor’s degree in field relating to job responsibilities or equivalent experience or technical certification.

Minimum/General Experience: 6 years work-related experience which includes technical experience and competence in systems analysis and design including concepts and methods, hardware, software, system architecture and management practices. Must be experienced in mid-level management. Good oral and written communication skills. Must be able to communicate on technical issues. Good investigative skills.

Lead Analyst 1

Functional Responsibility: Perform assigned tasks under supervision of Contract Manager. Will act as Task Leader and will ensure the execution of assigned projects. May be the Task Leader on several projects. As Task Leader, will plan the task, allocate and direct staff and other resources to accomplish the task, and will monitor progress. Will supervise team personnel and coordinate with other Task Leaders.

Tasks may include advanced database design and development projects and advanced networking and hardware/software troubleshooting.

Plan and manage system execution, provide high-level technical consulting for system design and implementation, design, implement and document system, oversee or perform system testing function, provide end-user support. Coordinate and maintain communication with the customer and task team throughout the duration of the project.

Minimum Education: Bachelor’s degree in field relating to job responsibilities or equivalent experience or technical certification.

Minimum/General Experience: 5 years work-related experience which includes technical experience and competence in systems analysis and design including concepts and methods, hardware, software, system architecture and management practices. Must be experienced in mid-level management. Good oral and written communication skills. Must be able to communicate on technical issues. Good investigative skills.

Lead Information Specialist 2
Functional Responsibility: Perform assigned tasks under supervision of Contract Manager. Will act as Task Leader and will ensure the execution of assigned projects. As Task Leader, will plan the task, allocate and direct staff and other resources to accomplish the task, and will monitor progress. Will supervise team personnel and coordinate with other Task Leaders. Tasks may include advanced database design and development projects and advanced networking and hardware/software troubleshooting.

Plan and manage system execution, provide high-level technical consulting for system design and implementation, design, implement and document system, oversee or perform system testing function, provide end-user support. Coordinate and maintain communication with the customer and task team throughout the duration of the project.

Minimum Education: Bachelor’s degree in field relating to job responsibilities or equivalent experience or technical certification.

Minimum/General Experience: 5 years work-related experience which includes technical experience and competence in systems design including concepts and methods, hardware, software, and system architecture. Willingness to accept appropriate management responsibilities. Good oral and written communication skills. Must be able to communicate on technical issues. Good investigative skills.

Lead Information Specialist 1

Functional Responsibility: Perform assigned tasks under supervision of Contract Manager. Will act as Task Leader and will ensure the execution of assigned projects. As Task Leader, will plan the task, allocate and direct staff and other resources to accomplish the task, and will monitor progress. Will supervise team personnel and coordinate with other Task Leaders. Tasks may include advanced database design and development projects and advanced networking and hardware/software troubleshooting.

Plan and manage system execution, provide high-level technical consulting for system design and implementation, design, implement and document system, oversee or perform system testing function, provide end-user support. Coordinate and maintain communication with the customer and task team throughout the duration of the project.

Minimum Education: Bachelor’s degree in field relating to job responsibilities or equivalent experience or technical certification.

Minimum/General Experience: 4 years work-related experience which includes technical experience and competence in systems design including concepts and methods, hardware, software, and system architecture. Willingness to accept appropriate management responsibilities. Good oral and
written communication skills. Must be able to communicate on technical issues. Good investigative skills.

**Staff Scientist 2**

Functional Responsibility: Perform assigned tasks under supervision of Contract Manager. Will act as Task Leader and will ensure the execution of assigned projects. As Task Leader, will plan the task, allocate and direct staff and other resources to accomplish the task, and will monitor progress. Will supervise team personnel and coordinate with other Task Leaders. Tasks may include database design and development projects and advanced networking and hardware/software troubleshooting.

Plan and manage system execution, provide high-level technical consulting for system design and implementation, design, implement and document system, oversee or perform system testing function, provide end-user support. Coordinate and maintain communication with the customer and task team throughout the duration of the project.

Minimum Education: Bachelor’s degree in field relating to job responsibilities or equivalent experience or technical certification.

Minimum/General Experience: 4 years work-related experience which includes technical experience and competence in systems design including concepts and methods, hardware, software, and system architecture. Willingness to accept appropriate management responsibilities. Good oral and written communication skills. Must be able to communicate on technical issues. Good investigative skills.

**Staff Scientist 1**

Functional Responsibility: Perform assigned tasks under supervision of Contract Manager. Will act as Task Leader and will ensure the execution of assigned projects. As Task Leader, will plan the task, allocate and direct staff and other resources to accomplish the task, and will monitor progress. Will supervise team personnel and coordinate with other Task Leaders. Tasks may include database design and development projects and advanced networking and hardware/software troubleshooting.

Plan and manage system execution, provide high-level technical consulting for system design and implementation, design, implement and document system, oversee or perform system testing function, provide end-user support. Coordinate and maintain communication with the customer and task team throughout the duration of the project.
Minimum Education: Bachelor’s degree in field relating to job responsibilities or equivalent experience or technical certification.

Minimum/General Experience: 3 years work-related experience which includes technical experience and competence in systems design including concepts and methods, hardware, software, and system architecture. Willingness to accept appropriate management responsibilities. Good oral and written communication skills. Must be able to communicate on technical issues. Good investigative skills.

**Staff Analyst 2**

Functional Responsibility: Perform assigned tasks under direct supervision of the Task Leader. Tasks may include data entry, data conversions, data processing. Tasking may also include advanced networking and hardware/software troubleshooting. Will be required to be proficient in both Windows and Macintosh operating systems. Database design and development skills are required.

Implement system requirements, perform system testing function, provide end-user support. Maintain communication with the Task Leader and task team throughout the duration of the project.

Minimum Education: Bachelor’s degree in field relating to job responsibilities or equivalent experience or technical certification.

Minimum/General Experience: 3 years work-related experience. Good oral and written communication skills. Must be able to communicate on technical issues. Good investigative skills.

**Staff Analyst 1**

Functional Responsibility: Perform assigned tasks under direct supervision of the Task Leader. Tasks may include data entry, data conversions, data processing. Tasking may also include advanced networking and hardware/software troubleshooting. Will be required to be proficient in both Windows and Macintosh operating systems. Database design and development skills are required.

Implement system requirements, perform system testing function, provide end-user support. Maintain communication with the Task Leader and task team throughout the duration of the project.

Minimum Education: Bachelor’s degree in field relating to job responsibilities or equivalent experience or technical certification.
Minimum/General Experience: 2 years work-related experience. Good oral and written communication skills. Must be able to communicate on technical issues. Good investigative skills.

**Staff Information Specialist 2**

Functional Responsibility: Perform assigned tasks under direct supervision of the Task Leader. Tasks may include data entry, data conversions, data processing. Tasking may also include advanced networking and hardware/software troubleshooting. Will be required to be proficient in both Windows and Macintosh operating systems.

Implement system requirements, perform system testing function, provide end-user support. Maintain communication with the Task Leader and task team throughout the duration of the project.

Minimum Education: Bachelor’s degree in field relating to job responsibilities or equivalent experience or technical certification.

Minimum/General Experience: 2 years work-related experience. Good oral and written communication skills. Must be able to communicate on technical issues. Good investigative skills.

**Staff Information Specialist 1**

Functional Responsibility: Perform assigned tasks under direct supervision of the Task Leader. Tasks may include data entry, data conversions, data processing. Tasking may also include advanced networking and hardware/software troubleshooting. Will be required to be proficient in both Windows and Macintosh operating systems.

Implement system requirements, perform system testing function, provide end-user support. Maintain communication with the Task Leader and task team throughout the duration of the project.

Minimum Education: Bachelor’s degree in field relating to job responsibilities or equivalent experience or technical certification.

Minimum/General Experience: 1 year work-related experience. Good oral and written communication skills. Must be able to communicate on technical issues. Good investigative skills.

**Information Analyst 2**

Functional Responsibility: Perform assigned tasks under direct supervision of the Team Leader. Typical tasks may include data entry, data conversions, data
processing. Tasking may also include basic networking and hardware/software troubleshooting. Will be required to be proficient in both Windows and Macintosh operating systems.

Implement system requirements, perform system testing function, provide end-user support. Maintain communication with the Task Leader and task team throughout the duration of the project.

Minimum Education: Bachelor’s degree in field relating to job responsibilities or equivalent experience or technical certification.

Minimum/General Experience: 1 year appropriate experience. Good oral and written communication skills. Must be able to communicate on technical issues. Good investigative skills.

**Information Analyst 1**

Functional Responsibility: Perform assigned tasks under direct supervision of the Team Leader. Typical tasks may include data entry, data conversions, data processing. Tasking may also include basic networking and hardware/software troubleshooting. Will be required to be proficient in both Windows and Macintosh operating systems.

Implement system requirements, perform system testing function, provide end-user support. Maintain communication with the Task Leader and task team throughout the duration of the project.

Minimum Education: Bachelor’s degree in field relating to job responsibilities or equivalent experience or technical certification.

Minimum/General Experience: Good oral and written communication skills. Must be able to communicate on technical issues. Good investigative skills.

**Information Technician 2**

Functional Responsibility: Perform assigned tasks under direct supervision of the Team Leader. Typical tasks may include data entry, data conversions, data processing. Will be required to be proficient in both Windows and Macintosh operating systems.

Implement system requirements, perform system testing function, provide end-user support. Maintain communication with the Task Leader and task team throughout the duration of the project.

Minimum Education: Associate’s degree in field relating to job responsibilities or equivalent experience or technical certification.
Minimum/General Experience: 1 year appropriate experience. Good oral and written communication skills. Must be able to communicate on technical issues. Good investigative skills.

Information Technician 1

Functional Responsibility: Perform assigned tasks under direct supervision of the Team Leader. Typical tasks may include data entry, data conversions, data processing. Will be required to be proficient in both Windows and Macintosh operating systems.

Implement system requirements, perform system testing function, provide end-user support. Maintain communication with the Task Leader and task team throughout the duration of the project.

Minimum Education: Associate’s degree in field relating to job responsibilities or equivalent experience or technical certification.

Minimum/General Experience: Good oral and written communication skills. Must be able to communicate on technical issues. Good investigative skills.
DEGREE AND EXPERIENCE SUBSTITUTION TERMS:

Table 1. Substitutions for Educational Requirements - Years of experience may be substituted for degree requirements on a year for year basis.

<table>
<thead>
<tr>
<th>Educational Requirement</th>
<th>Equivalent Experience Substitution</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School</td>
<td>General Education Diploma, OR Graduate Equivalency Degree, OR General Equivalency Diploma</td>
</tr>
<tr>
<td>Associate’s Degree</td>
<td>High School and two years of experience</td>
</tr>
<tr>
<td>Bachelor’s Degree</td>
<td>High School and four years of experience, OR Associate’s Degree and two years of experience</td>
</tr>
<tr>
<td>Master’s Degree</td>
<td>Professional Certification and 0 years of experience, OR Bachelor’s Degree and two years of experience, OR six years of experience</td>
</tr>
<tr>
<td>Doctorate</td>
<td>Bachelor’s Degree and four years of experience OR Master’s Degree and two years of experience OR eight years of experience</td>
</tr>
</tbody>
</table>

Table 2. Substitutions for Work Experience Requirements - A degree may be substituted for years of work experience on a year for year basis.

<table>
<thead>
<tr>
<th>Educational Requirement</th>
<th>Equivalent Years of Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate’s Degree</td>
<td>Two Years</td>
</tr>
<tr>
<td>Bachelor’s Degree</td>
<td>Four Years</td>
</tr>
<tr>
<td>Master’s Degree OR Professional Certification</td>
<td>Six Years</td>
</tr>
<tr>
<td>Doctorate</td>
<td>Eight Years</td>
</tr>
</tbody>
</table>