GENERAL SERVICES ADMINISTRATION

Federal Supply Service Authorized Federal Supply Schedule Price List

Online 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 Title: MAS (Multiple Award Schedule)

FSC Group, Part, and Section or Standard Industrial Group: Professional Services

FSC Class(es)/Product code(s) and/or Service Codes: R408, R703, R704, R499, AM11, AB11, R710

Contract Number: 47QRAA22D00AS

Contract Period: June 03, 2022 – June 02, 2027

Contractor details:
Cambio Consulting Group, LLC
17321 Jefferson Davis Hwy Suite #307
Dumfries, Virginia 22026
Phone: (202) 725-5620 Fax: NA
Website: www.cambiocg.com

Contract Administration: Carlos Vazquez, Managing Director
Phone: (202) 725-5620 Email: carlos@cambiocg.com

Business Size: Small Business

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

Prices shown herein are Net (discount deducted)

Pricelist current as of Modification #PA-0002, effective June 15, 2022

Customer Information: See page#1 for details
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COMPANY OVERVIEW

Cambio provides unrivaled expertise to address the needs of our clients. Our consultants have experience with companies such as Deloitte, Accenture and Grant Thornton and an average of over 20 years of experience as trusted advisors to various Federal Agencies. We are passionate about always doing the right thing for our clients, our people, and our communities. As a HUB Zone company, a minority owned Small Disadvantaged Business (SDB), and an SBA certified 8(a) company, Cambio is committed to excellence and creating innovative and flexible solutions for our clients.

Our strategic advisory services focus on our client’s most critical challenges and opportunities: policy, governance, performance, business process, technology, and transformation across all functional areas of a federal agency. We bring deep, specialized expertise, but are known for our comprehensive perspective: Including the development of sustainable solutions that consider the needs of stakeholders across the boundaries of an organization. Our advisors partner with clients to deliver actionable work products that are of the highest caliber.

Cambio has served as a trusted, professional support services partner to federal agencies, including the Departments of Defense (DOD), Justice (DOJ), Veterans Affairs (VA), and Agriculture (USDA), conducting business with uncompromising integrity and adherence to the highest ethical standards. Recognized as experienced and reliable, Cambio brings an expansive service support portfolio, as illustrated below.
CUSTOMER INFORMATION

1. **Special Item Number(s) (SIN):**
   
a. **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>Item Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>541219</td>
<td>Budget and Financial Management Services</td>
</tr>
<tr>
<td>541611</td>
<td>Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services</td>
</tr>
<tr>
<td>541611O</td>
<td>Office Management Needs Assessment and Analysis Services</td>
</tr>
<tr>
<td>541613</td>
<td>Marketing Consulting Services</td>
</tr>
<tr>
<td>541990RISK</td>
<td>Risk Assessment and Mitigation Services</td>
</tr>
<tr>
<td>541990TAD</td>
<td>Technical/Application Development Support (TADS)</td>
</tr>
<tr>
<td>561110</td>
<td>Office Administrative Services</td>
</tr>
<tr>
<td>561499M</td>
<td>Mail Management, Systems, Processing Equipment and Related Solutions</td>
</tr>
<tr>
<td>611430TD</td>
<td>Talent Development</td>
</tr>
<tr>
<td>OLM</td>
<td>Order-Level Materials: Supplies and/or services acquired in direct support of an individual task or delivery order placed against an FSS contract or BPA.</td>
</tr>
</tbody>
</table>

b. **Lowest Unit Price:** See Price List on Page 30.


2. **Maximum order:**
The maximum order limitation under this schedule is $1,000,000.00.

3. **Minimum order:**
The minimum order limitation under this schedule is $100.00.

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

5. **Point(s) of production (city, county, and State or foreign country):**
   17321 Jefferson Davis Hwy Suite #307, Dumfries, Virginia 22026
6. **Discount from list prices or statement of net price:**
   Prices shown are NET Prices; Basic Discounts have been deducted and the Industrial Funding Fee of 0.75% has been added.

7. **Quantity discounts:**
   - 1% for orders equal to or exceeding $100,000
   - 2% for orders equal to or exceeding $250,000

8. **Prompt payment terms. Information for Ordering Offices:**
   Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.
   Payment terms are Net 30 days.

9. **Foreign items (list items by country of origin):**
   Cambio Consulting Group, LLC does not offer any foreign items in this schedule.

10. **Delivery:**
    a. **Time of delivery:** Specified on the Task Order.
    b. ** Expedited Delivery:** Contact Contractor.
    c. **Overnight and 2-day delivery:** Contact Contractor.
    d. **Urgent Requirements:** Contact Contractor.

11. **F.O.B point(s):**
    Prices under this schedule are F.O.B. Destination.

12. **Ordering:**
    a. **Ordering address(es):** Same as company address.
    b. **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:**
    None.

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

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

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

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

23. Unique Entity Identifier (UEI) number:
   Unique Entity ID: MQDAR8KSH4L8.

24. Notification regarding registration in System for Award Management (SAM) database:
   Contractor is registered in the System Award Management (SAM) database.

LABOR CATEGORY DESCRIPTIONS

ACCOUNTANT I (On-Site)

Description: Provides professional accounting and financial management services, applying expert understanding of the U.S. Standard General Ledger, Federal financial statements, and Federal budget execution. Examines and analyzes accounting documents to verify accuracy of computations and uniform application of policies, procedures, and acceptable accounting standards. Prepares working papers and supporting documentation to demonstrate the results of procedures.

Education: Bachelor's degree.

Experience: Shall have three (3) years’ experience.

Acceptable Substitutions: Associate’s Degree + five (5) years’ experience or a Master’s Degree + one (1) years’ experience.
ACCOUNTANT I (Off-Site)

Description: Provides professional accounting and financial management services, applying expert understanding of the U.S. Standard General Ledger, Federal financial statements, and Federal budget execution. Examines and analyzes accounting documents to verify accuracy of computations and uniform application of policies, procedures, and acceptable accounting standards. Prepares working papers and supporting documentation to demonstrate the results of procedures.

Education: Bachelor's degree.

Experience: Shall have three (3) years’ experience.

Acceptable Substitutions: Associate’s Degree + five (5) years’ experience or a Master’s Degree + one (1) years’ experience.

ACCOUNTANT II (On-Site)

Description: Provides professional accounting and financial management services, applying expert understanding of the U.S. Standard General Ledger, Federal financial statements, and Federal budget execution. Examines and analyzes accounting documents to verify accuracy of computations and uniform application of policies, procedures, and acceptable accounting standards. Prepares working papers and supporting documentation to demonstrate the results of procedures.

Education: Bachelor's degree.

Experience: Shall have seven (7) years’ experience.

Acceptable Substitutions: Associate’s Degree + nine (9) years’ experience or a Master’s Degree + five (5) years’ experience.

ACCOUNTANT II (Off-Site)

Description: Provides professional accounting and financial management services, applying expert understanding of the U.S. Standard General Ledger, Federal financial statements, and Federal budget execution. Examines and analyzes accounting documents to verify accuracy of computations and uniform application of policies, procedures, and acceptable accounting standards. Prepares working papers and supporting documentation to demonstrate the results of procedures.

Education: Bachelor's degree.

Experience: Shall have seven (7) years’ experience.

Acceptable Substitutions: Associate’s Degree + nine (9) years’ experience or a Master’s Degree + five (5) years’ experience.

ACCOUNTANT III (On-Site)

Description: Provides professional accounting and financial management services, applying expert understanding of the U.S. Standard General Ledger, Federal financial statements, and Federal budget execution. Examines and analyzes accounting documents to verify accuracy of computations and uniform application of policies, procedures, and acceptable accounting standards. Prepares working papers and supporting documentation to demonstrate the results of procedures.
MAS (Multiple Award Schedule) Contract
Period: 06/03/2022 – 06/02/2027

Education: Bachelor's degree.

Experience: Shall have ten (10) years’ experience.

Acceptable Substitutions: Associate’s Degree + twelve (12) years’ experience or a Master’s Degree + eight (8) years’ experience.

ACCOUNTANT III (Off-Site)
Description: Provides professional accounting and financial management services, applying expert understanding of the U.S. Standard General Ledger, Federal financial statements, and Federal budget execution. Examines and analyzes accounting documents to verify accuracy of computations and uniform application of policies, procedures, and acceptable accounting standards. Prepares working papers and supporting documentation to demonstrate the results of procedures.

Education: Bachelor's degree.

Experience: Shall have ten (10) years’ experience.

Acceptable Substitutions: Associate’s Degree + twelve (12) years’ experience or a Master’s Degree + eight (8) years’ experience.

ADMINISTRATIVE ASSISTANT I (On-Site)
Description: Responsible for providing general administrative and clerical support. Performs routine and non-routine tasks including special projects. May be responsible for scheduling and making arrangements for meetings, for researching and securing requested information, and for researching, compiling and proofing of various reports and studies. May take and/or transcribe confidential or technical information, take and distribute meeting minutes, order supplies, distribute mail, answer phones, respond to customer/client/employee inquiries and other office administrative duties as information. Performs an increasing range of administrative duties under general supervision. Requires more detailed instructions only on new assignments. Works on assignments that are semi-routine in nature but recognizes the need for occasional deviation from accepted practice. Follows standard practices and procedures in analyzing situations or data from which answers can be readily obtained.

Education: High School Diploma.

Experience: Shall have one (1) years’ experience.

Acceptable Substitutions: NA.

ADMINISTRATIVE ASSISTANT I (Off-Site)
Description: Responsible for providing general administrative and clerical support. Performs routine and non-routine tasks including special projects. May be responsible for scheduling and making arrangements for meetings, for researching and securing requested information, and for researching, compiling and proofing of various reports and studies. May take and/or transcribe confidential or technical information, take and distribute meeting minutes, order supplies, distribute mail, answer phones, respond to customer/client/employee inquiries and other office administrative duties as information. Performs an increasing range of administrative duties under general supervision. Requires more detailed instructions only on new assignments. Works on assignments that are semi-routine in nature but recognizes the need
for occasional deviation from accepted practice. Follows standard practices and procedures in analyzing situations or data from which answers can be readily obtained.

**Education:** High School Diploma.

**Experience:** Shall have one (1) years’ experience.

**Acceptable Substitutions:** NA.

**ADMINISTRATIVE ASSISTANT II (On-Site)**

**Description:** Responsible for providing general administrative and clerical support to relieve department managers or staff of administrative details. Performs routine and non-routine tasks including special projects. May be responsible for scheduling and making arrangements for meetings, for researching and securing requested information, and for researching, compiling and proofing of various reports and studies. May take and/or transcribe confidential or technical information, take and distribute meeting minutes, order supplies, distribute mail, answer phones, respond to customer/client/employee inquiries, and other office administrative duties. Interacts with other support staff and departments to gather, supply, or coordinate information. Generally, receives no instruction on routine work and general instructions on new assignments. Uses professional concepts to solve a variety of problems. Works on assignments that are moderately complex in nature. Requires the use of judgment to resolve problems and to make routine recommendations.

**Education:** High School Diploma.

**Experience:** Shall have three (3) years’ experience.

**Acceptable Substitutions:** Associate’s Degree + one (1) years’ experience.

**ADMINISTRATIVE ASSISTANT II (Off-Site)**

**Description:** Responsible for providing general administrative and clerical support to relieve department managers or staff of administrative details. Performs routine and non-routine tasks including special projects. May be responsible for scheduling and making arrangements for meetings, for researching and securing requested information, and for researching, compiling and proofing of various reports and studies. May take and/or transcribe confidential or technical information, take and distribute meeting minutes, order supplies, distribute mail, answer phones, respond to customer/client/employee inquiries, and other office administrative duties. Interacts with other support staff and departments to gather, supply, or coordinate information. Generally, receives no instruction on routine work and general instructions on new assignments. Uses professional concepts to solve a variety of problems. Works on assignments that are moderately complex in nature. Requires the use of judgment to resolve problems and to make routine recommendations.

**Education:** High School Diploma.

**Experience:** Shall have three (3) years’ experience.

**Acceptable Substitutions:** Associate’s Degree + one (1) years’ experience.
ADMINISTRATIVE ASSISTANT III (On-Site)

**Description:** Responsible for providing analytical and specialized support to relieve, assist, and, in delegated matters, act on behalf of senior and executive management. Acts as primary liaison with administration and various support functions. Responsible for coordinating the implementation of procedures and programs pertaining to these administrative specialties. Prioritizes and carries out special projects and complex assignments. Exercises frequent judgment, initiative, diplomacy and tact and ensures the confidentiality of all matters. Makes administrative decisions and takes action on behalf of the officer/executive based on knowledge of the organization, policies and personnel. Performs a broad range of administrative tasks for a senior or executive level management. Exercises judgment, initiative and tact, makes administrative decisions and takes action on behalf of the executive based on knowledge of the organization, policies and personnel. Directs established guidelines, procedures, and policies.

**Education:** Bachelor's degree.

**Experience:** Shall have one (1) years’ experience.

**Acceptable Substitutions:** High School Diploma + five (5) years’ experience or Associate’s Degree + three (3) years’ experience.

ADMINISTRATIVE ASSISTANT III (Off-Site)

**Description:** Responsible for providing analytical and specialized support to relieve, assist, and, in delegated matters, act on behalf of senior and executive management. Acts as primary liaison with administration and various support functions. Responsible for coordinating the implementation of procedures and programs pertaining to these administrative specialties. Prioritizes and carries out special projects and complex assignments. Exercises frequent judgment, initiative, diplomacy and tact and ensures the confidentiality of all matters. Makes administrative decisions and takes action on behalf of the officer/executive based on knowledge of the organization, policies and personnel. Performs a broad range of administrative tasks for a senior or executive level management. Exercises judgment, initiative and tact, makes administrative decisions and takes action on behalf of the executive based on knowledge of the organization, policies and personnel. Directs established guidelines, procedures, and policies.

**Education:** Bachelor's degree.

**Experience:** Shall have one (1) years’ experience.

**Acceptable Substitutions:** High School Diploma + five (5) years’ experience or Associate’s Degree + three (3) years’ experience.

ANALYST I (On-Site)

**Description:** Typical duties performed may include analysis, design, development, testing, integration, logistics, program management, cost, financial, or management analysis, or maintenance of systems, processes, programs, offices or products. May interface directly with the customer-designated representative and leads various task order activities. Requires experience in the analysis, planning, design, development, implementation, and support under engineering, science, business, financial, cost, or program management disciplines.

**Education:** Bachelor's degree.
Experience: Shall have three (3) years’ experience.

Acceptable Substitutions: Associate’s Degree + five (5) years’ experience or Master’s Degree + one (1) years’ experience.

ANALYST I (Off-Site)

Description: Typical duties performed may include analysis, design, development, testing, integration, logistics, program management, cost, financial, or management analysis, or maintenance of systems, processes, programs, offices or products. May interface directly with the customer-designated representative and leads various task order activities. Requires experience in the analysis, planning, design, development, implementation, and support under engineering, science, business, financial, cost, or program management disciplines.

Education: Bachelor's degree.

Experience: Shall have three (3) years’ experience.

Acceptable Substitutions: Associate’s Degree + five (5) years’ experience or Master’s Degree + one (1) years’ experience.

ANALYST II (On-Site)

Description: Typical duties performed may include analysis, design, development, testing, integration, logistics, program management, cost, financial, or management analysis, or maintenance of systems, processes, programs, offices or products. Possesses demonstrated systems experience or project level systems management. Experienced in interfacing directly with the customer-designated representative and leading various task order activities. May formulate and use mathematical models or representations to conduct systems analysis. Has knowledge of technical and system level requirements, policies and procedures, cost and schedule estimating and other systems disciplines.

Education: Bachelor's degree.

Experience: Shall have seven (7) years’ experience.

Acceptable Substitutions: Associate’s Degree + nine (9) years’ experience or Master’s Degree + five (5) years’ experience.

ANALYST II (Off-Site)

Description: Typical duties performed may include analysis, design, development, testing, integration, logistics, program management, cost, financial, or management analysis, or maintenance of systems, processes, programs, offices or products. Possesses demonstrated systems experience or project level systems management. Experienced in interfacing directly with the customer-designated representative and leading various task order activities. May formulate and use mathematical models or representations to conduct systems analysis. Has knowledge of technical and system level requirements, policies and procedures, cost and schedule estimating and other systems disciplines.

Education: Bachelor's degree.

Experience: Shall have seven (7) years’ experience.
Acceptable Substitutions: Associate’s Degree + nine (9) years’ experience or Master’s Degree + five (5) years’ experience.

ANALYST III (On-Site)

Description: Typical duties performed may include analysis, design, development, testing, integration, logistics, program management, cost, financial, or management analysis, or maintenance of systems, processes, programs, offices or products. Capable of Managing project operations and is responsible for coordination of tasking with the Program Manager or project lead. Performs a variety of analytical tasks which are broad in nature and involve design and program implementation, including personnel, hardware, software, and support facilities and/or equipment. Provides technical or management leadership to a group of employees for a given project, contract, or job.

Education: Bachelor's degree.

Experience: Shall have ten (10) years’ experience.

Acceptable Substitutions: Associate’s Degree + twelve (12) years’ experience or Master’s Degree + eight (8) years’ experience.

ANALYST III (Off-Site)

Description: Typical duties performed may include analysis, design, development, testing, integration, logistics, program management, cost, financial, or management analysis, or maintenance of systems, processes, programs, offices or products. Capable of Managing project operations and is responsible for coordination of tasking with the Program Manager or project lead. Performs a variety of analytical tasks which are broad in nature and involve design and program implementation, including personnel, hardware, software, and support facilities and/or equipment. Provides technical or management leadership to a group of employees for a given project, contract, or job.

Education: Bachelor's degree.

Experience: Shall have ten (10) years’ experience.

Acceptable Substitutions: Associate’s Degree + twelve (12) years’ experience or Master’s Degree + eight (8) years’ experience.

BUDGET ANALYST I (On-Site)

Description: Prepares cost estimates and correlate financing requirements into executable budgets. Possesses knowledge of the allocation, execution, and administration of approved budgets. Assesses products and procedures for compliance with government standards, accounting principles, internal controls, and multi-tiered system application standards. Generates office guides, user manuals, work-flow processes, and management documentation for consideration. Completes tasks within allotted time and assists in the preparation of milestone status reports and presentations. Prepares and evaluate cost/benefit analysis, management proposals, control systems, revisions to customer interfaces, and organizational structures. Knowledge of activity-based costing, business case analysis and outsourcing requirements.

Education: Bachelor's degree.

Experience: Shall have three (3) years’ experience.
Acceptable Substitutions: High School Diploma + seven (7) years’ experience or Associate’s Degree + five (5) years’ experience or Master’s Degree + one (1) years’ experience.

**BUDGET ANALYST I (Off-Site)**

**Description:** Prepares cost estimates and correlate financing requirements into executable budgets. Possesses knowledge of the allocation, execution, and administration of approved budgets. Assesses products and procedures for compliance with government standards, accounting principles, internal controls, and multi-tiered system application standards. Generates office guides, user manuals, work-flow processes, and management documentation for consideration. Completes tasks within allotted time and assists in the preparation of milestone status reports and presentations. Prepares and evaluates cost/benefit analysis, management proposals, revisions to customer interfaces, and organizational structures. Knowledge of activity-based costing, business case analysis and outsourcing requirements.

**Education:** Bachelor's degree.

**Experience:** Shall have three (3) years’ experience.

**Acceptable Substitutions:** High School Diploma + seven (7) years’ experience or Associate’s Degree + five (5) years’ experience or Master’s Degree + one (1) years’ experience.

**BUDGET ANALYST II (On-Site)**

**Description:** Possesses high level understanding of the budget allocation, execution, and administration process. Thorough understanding of organization's business systems and industry requirements. Demonstrates the ability to monitor and track obligation and expenditure of funds, detect, reconcile and remedy fiscal discrepancies, and provide cost effective, insightful reporting to upper management. Ability to assess products and procedures for compliance with government standards, accounting principles and multi-tiered system application standards. Cognizant of interrelationships between financial management requirements and automated solutions, considering the current system environment and the potential integration of added systems concurrently or later. May be familiar with activity-based costing, business case analysis and outsourcing requirements.

**Education:** Bachelor's degree.

**Experience:** Shall have seven (7) years’ experience.

**Acceptable Substitutions:** High School Diploma + eleven (11) years’ experience or Associate’s Degree + nine (9) years’ experience or Master’s Degree + five (5) years’ experience.

**BUDGET ANALYST II (Off-Site)**

**Description:** Possesses high level understanding of the budget allocation, execution, and administration process. Thorough understanding of organization's business systems and industry requirements. Demonstrates the ability to monitor and track obligation and expenditure of funds, detect, reconcile and remedy fiscal discrepancies, and provide cost effective, insightful reporting to upper management. Ability to assess products and procedures for compliance with government standards, accounting principles and multi-tiered system application standards. Cognizant of interrelationships between financial management requirements and automated solutions, considering the current system environment and the potential integration of added systems concurrently or later. May be familiar with activity-based costing, business case analysis and outsourcing requirements.
integration of added systems concurrently or later. May be familiar with activity-based costing, business case analysis and outsourcing requirements.

**Education:** Bachelor's degree.

**Experience:** Shall have seven (7) years’ experience.

**Acceptable Substitutions:** High School Diploma + eleven (11) years’ experience or Associate’s Degree + nine (9) years’ experience or Master’s Degree + five (5) years’ experience.

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**BUDGET ANALYST III (On-Site)**

**Description:** Possesses a high level of understanding of the organization's business systems and industry requirements. Knowledge of the Federal financial and accounting policies and systems requirements. Experience working with multi-year/no-year appropriations and differing appropriations. Formulate strategic financial plans, prepare cost estimates and correlate financing requirements into executable budgets. Assesses products and or procedures for compliance with government standards, accounting principles, internal controls, and multi-tiered system application standards. Comprehends interrelationships between financial management requirements and automated solutions, considering the current system environment and the potential integration of added systems. Manages completion of work within the time frame specified by the client, ensuring that all requirements are met. Prepares milestone status reports and presentations. Knowledge of activity-based costing, business case analysis and outsourcing requirements.

**Education:** Bachelor's degree.

**Experience:** Shall have ten (10) years’ experience.

**Acceptable Substitutions:** High School Diploma + fourteen (14) years’ experience or Associate’s Degree + twelve (12) years’ experience or Master’s Degree + eight (8) years’ experience.

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**BUDGET ANALYST III (Off-Site)**

**Description:** Possesses a high level of understanding of the organization's business systems and industry requirements. Knowledge of the Federal financial and accounting policies and systems requirements. Experience working with multi-year/no-year appropriations and differing appropriations. Formulate strategic financial plans, prepare cost estimates and correlate financing requirements into executable budgets. Assesses products and or procedures for compliance with government standards, accounting principles, internal controls, and multi-tiered system application standards. Comprehends interrelationships between financial management requirements and automated solutions, considering the current system environment and the potential integration of added systems. Manages completion of work within the time frame specified by the client, ensuring that all requirements are met. Prepares milestone status reports and presentations. Knowledge of activity-based costing, business case analysis and outsourcing requirements.

**Education:** Bachelor's degree.

**Experience:** Shall have ten (10) years’ experience.

**Acceptable Substitutions:** High School Diploma + fourteen (14) years’ experience or Associate’s Degree + twelve (12) years’ experience or Master’s Degree + eight (8) years’ experience.
BUSINESS ANALYST I (On-Site)

Description: Responsible for defining and developing business processes, policies, roles and responsibilities, and performance metrics. Conducts analysis of business processes: current state analysis, gap analysis, benchmarking, best practices identification, organizational assessment, and other related tasks. Takes project from original concept through final implementation. May coordinate with business and technology teams, ascertaining system requirements, such as program functions, output requirements, input data acquisition, and system techniques and controls. Plans and implements process improvements, including future state design, change management, and transition planning. Conduct client interviews. May deliver presentations and training courses including measurement, analysis, improvement, and control. May perform cost and benefit analysis. Interfaces with all areas of project including customer, computer services, and client services. Performs business process consulting services that span the life cycle of a project, from business/technical requirements analysis through implementation. Works on moderately complex tasks where analysis of client’s data requires an evaluation of various factors.

Education: Bachelor’s degree.

Experience: Shall have three (3) years’ experience.

Acceptable Substitutions: High School Diploma + seven (7) years’ experience or Associate’s Degree + five (5) years’ experience or Master’s Degree + one (1) years’ experience.

BUSINESS ANALYST I (Off-Site)

Description: Responsible for defining and developing business processes, policies, roles and responsibilities, and performance metrics. Conducts analysis of business processes: current state analysis, gap analysis, benchmarking, best practices identification, organizational assessment, and other related tasks. Takes project from original concept through final implementation. May coordinate with business and technology teams, ascertaining system requirements, such as program functions, output requirements, input data acquisition, and system techniques and controls. Plans and implements process improvements, including future state design, change management, and transition planning. Conduct client interviews. May deliver presentations and training courses including measurement, analysis, improvement, and control. May perform cost and benefit analysis. Interfaces with all areas of project including customer, computer services, and client services. Performs business process consulting services that span the life cycle of a project, from business/technical requirements analysis through implementation. Works on moderately complex tasks where analysis of client’s data requires an evaluation of various factors.

Education: Bachelor’s degree.

Experience: Shall have three (3) years’ experience.

Acceptable Substitutions: High School Diploma + seven (7) years’ experience or Associate’s Degree + five (5) years’ experience or Master’s Degree + one (1) years’ experience.

BUSINESS ANALYST II (On-Site)

Description: Responsible for defining and developing mission processes, policies, roles and responsibilities, and performance metrics. Conducts analysis of mission processes: current state analysis, gap analysis, benchmarking, best practices identification, organizational assessment, and other related tasks. Takes project from original concept through final implementation. May coordinate with business and
technology teams, ascertaining system requirements, such as program functions, output requirements, input
data acquisition, and system techniques and controls. Plans and implements process improvements,
including future state design, change management, and transition planning. Conducts client interviews. May
deliver presentations and training courses including measurement, analysis, improvement, and control. May
perform cost and benefit analysis. Interfaces with all areas of project including customer, computer services,
and client services. Performs process-consulting services that span the life cycle of a project, from
mission/technical requirements analysis through implementation. Works on complex tasks where analysis
of client’s data requires an evaluation of various factors.

**Education:** Bachelor's degree.

**Experience:** Shall have seven (7) years’ experience.

**Acceptable Substitutions:** High School Diploma + eleven (11) years’ experience or Associate’s Degree +
nine (9) years’ experience or Master’s Degree + five (5) years’ experience.

**BUSINESS ANALYST II (Off-Site)**

**Description:** Responsible for defining and developing mission processes, policies, roles and
responsibilities, and performance metrics. Conducts analysis of mission processes: current state analysis,
gap analysis, benchmarking, best practices identification, organizational assessment, and other related
tasks. Takes project from original concept through final implementation. May coordinate with business and
technology teams, ascertaining system requirements, such as program functions, output requirements, input
data acquisition, and system techniques and controls. Plans and implements process improvements,
including future state design, change management, and transition planning. Conducts client interviews. May
deliver presentations and training courses including measurement, analysis, improvement, and control. May
perform cost and benefit analysis. Interfaces with all areas of project including customer, computer services,
and client services. Performs process-consulting services that span the life cycle of a project, from
mission/technical requirements analysis through implementation. Works on complex tasks where analysis
of client’s data requires an evaluation of various factors.

**Education:** Bachelor's degree.

**Experience:** Shall have seven (7) years’ experience.

**Acceptable Substitutions:** High School Diploma + eleven (11) years’ experience or Associate’s Degree +
nine (9) years’ experience or Master’s Degree + five (5) years’ experience.

**BUSINESS ANALYST III (On-Site)**

**Description:** Responsible for defining and developing business processes, policies, roles and
responsibilities, and performance metrics. Conducts analysis of business processes: current state analysis,
gap analysis, benchmarking, best practices identification, organizational assessment, and other related
tasks. Takes project from original concept through final implementation. May coordinate with business and
technology teams, ascertaining system requirements, such as program functions, output requirements, input
data acquisition, and system techniques and controls. Plans and implements process improvements,
including future state design, change management, and transition planning. Conducts client interviews. May
deliver presentations and training courses including measurement, analysis, improvement, and control. May
perform cost and benefit analysis. Interfaces with all areas of project including customer, computer services,
and client services. Responsible for business process consulting activities in an assigned region or vertical, including staffing and project oversight. Works on complex tasks where analysis of client's data requires an evaluation of identifiable factors. May serve as project lead for large or complex projects. Develops, standardizes, and customizes process methodologies.

**Education:** Bachelor's degree.

**Experience:** Shall have ten (10) years’ experience.

**Acceptable Substitutions:** High School Diploma + fourteen (14) years’ experience or Associate’s Degree + twelve (12) years’ experience or Master’s Degree + eight (8) years’ experience.

**BUSINESS ANALYST III (Off-Site)**

**Description:** Responsible for defining and developing business processes, policies, roles and responsibilities, and performance metrics. Conducts analysis of business processes: current state analysis, gap analysis, benchmarking, best practices identification, organizational assessment, and other related tasks. Takes project from original concept through final implementation. May coordinate with business and technology teams, ascertaining system requirements, such as program functions, output requirements, input data acquisition, and system techniques and controls. Plans and implements process improvements, including future state design, change management, and transition planning. Conducts client interviews. May deliver presentations and training courses including measurement, analysis, improvement, and control. May perform cost and benefit analysis. Interfaces with all areas of project including customer, computer services, and client services. Responsible for business process consulting activities in an assigned region or vertical, including staffing and project oversight. Works on complex tasks where analysis of client's data requires an evaluation of identifiable factors. May serve as project lead for large or complex projects. Develops, standardizes, and customizes process methodologies.

**Education:** Bachelor's degree.

**Experience:** Shall have ten (10) years’ experience.

**Acceptable Substitutions:** High School Diploma + fourteen (14) years’ experience or Associate’s Degree + twelve (12) years’ experience or Master’s Degree + eight (8) years’ experience.

**BUSINESS PROCESS RE-ENGINEERING SPECIALIST (On-Site)**

**Description:** Responsible for working with customers to understand business processes and workflows and builds models of processes using frameworks incorporating quantitative information such as process times and workflow routing. Analyzes business models to identify bottlenecks and constraints to current process models as well as identifies potential improvements and reusable processes that can be implemented. Applies Activity Based Costing to determine true value of process steps and outputs. Redesigns operations to achieve improvements in timeliness, cost, quality, and service delivery. Documents improved processes, provides guidance and training to staff on improved processes, and provides presentations to management on risks and benefits of new processes. Integrates system or organizational process models into enterprise-level models to ensure maximum productivity and efficiency as well as oversees and provides guidance on testing of improved processes and ultimate implementation of new processes.

**Education:** Bachelor's degree.
Experience: Shall have fifteen (15) years’ experience.

Acceptable Substitutions: Associate’s Degree + seventeen (17) years’ experience or Master’s Degree + thirteen (13) years’ experience or PhD + three (3) years’ experience.

BUSINESS PROCESS RE-ENGINEERING SPECIALIST (Off-Site)

Description: Responsible for working with customers to understand business processes and workflows and builds models of processes using frameworks incorporating quantitative information such as process times and workflow routing. Analyzes business models to identify bottlenecks and constraints to current process models as well as identifies potential improvements and reusable processes that can be implemented. Applies Activity Based Costing to determine true value of process steps and outputs. Redesigns operations to achieve improvements in timeliness, cost, quality, and service delivery. Documents improved processes, provides guidance and training to staff on improved processes, and provides presentations to management on risks and benefits of new processes. Integrates system or organizational process models into enterprise-level models to ensure maximum productivity and efficiency as well as oversees and provides guidance on testing of improved processes and ultimate implementation of new processes.

Education: Bachelor's degree.

Experience: Shall have fifteen (15) years’ experience.

Acceptable Substitutions: Associate’s Degree + seventeen (17) years’ experience or Master’s Degree + thirteen (13) years’ experience or PhD + three (3) years’ experience.

DATA ANALYST I (On-Site)

Description: Responsible for data collection and analysis, statistical modeling, data mining, database manipulation, report generation, data visualization, and process development. Collects data from a variety of sources, handling confidential information responsibly. Creates mechanisms for exploring structured, semi-structured, and unstructured data. Manages metadata and responsible for commissioning and decommissioning datasets. Assesses data quality, supports data integrity initiatives, and examines trends for clues in how to possibly enhance performance of systems, processes, and models. Defines new collection techniques, identifies patterns, and generates insights from available information. Creates reports and visualizations to convey findings from data analysis and assists in making data and products available through appropriate repositories and channels.

Education: Bachelor's degree.

Experience: Shall have three (3) years’ experience.

Acceptable Substitutions: Associate’s Degree + four (4) years’ experience or Master’s Degree + one (1) years’ experience.

DATA ANALYST I (Off-Site)

Description: Responsible for data collection and analysis, statistical modeling, data mining, database manipulation, report generation, data visualization, and process development. Collects data from a variety of sources, handling confidential information responsibly. Creates mechanisms for exploring structured, semi-structured, and unstructured data. Manages metadata and responsible for commissioning and decommissioning datasets. Assesses data quality, supports data integrity initiatives, and examines trends
for clues in how to possibly enhance performance of systems, processes, and models. Defines new collection techniques, identifies patterns, and generates insights from available information. Creates reports and visualizations to convey findings from data analysis and assists in making data and products available through appropriate repositories and channels.

**Education:** Bachelor's degree.

**Experience:** Shall have three (3) years’ experience.

**Acceptable Substitutions:** Associate’s Degree + four (4) years’ experience or Master’s Degree + one (1) years’ experience.

**DATA ANALYST II (On-Site)**

**Description:** Responsible for data collection and analysis, statistical modeling, data mining, database manipulation, report generation, data visualization, and process development. Collects data from a variety of sources, handling confidential information responsibly. Creates mechanisms for exploring structured, semi-structured, and unstructured data. Manages metadata and responsible for commissioning and decommissioning datasets. Assesses data quality, supports data integrity initiatives, and examines trends for clues in how to possibly enhance performance of systems, processes, and models. Defines new collection techniques, identifies patterns, and generates insights from available information. Creates reports and visualizations to convey findings from data analysis and assists in making data and products available through appropriate repositories and channels.

**Education:** Bachelor's degree.

**Experience:** Shall have seven (7) years’ experience.

**Acceptable Substitutions:** Associate’s Degree + nine (9) years’ experience or Master’s Degree + five (5) years’ experience.

**DATA ANALYST II (Off-Site)**

**Description:** Responsible for data collection and analysis, statistical modeling, data mining, database manipulation, report generation, data visualization, and process development. Collects data from a variety of sources, handling confidential information responsibly. Creates mechanisms for exploring structured, semi-structured, and unstructured data. Manages metadata and responsible for commissioning and decommissioning datasets. Assesses data quality, supports data integrity initiatives, and examines trends for clues in how to possibly enhance performance of systems, processes, and models. Defines new collection techniques, identifies patterns, and generates insights from available information. Creates reports and visualizations to convey findings from data analysis and assists in making data and products available through appropriate repositories and channels.

**Education:** Bachelor's degree.

**Experience:** Shall have seven (7) years’ experience.

**Acceptable Substitutions:** Associate’s Degree + nine (9) years’ experience or Master’s Degree + five (5) years’ experience.
DATA ANALYST III (On-Site)  
**Description:** Responsible for data collection and analysis, statistical modeling, data mining, database manipulation, report generation, data visualization, and process development. Collects data from a variety of sources, handling confidential information responsibly. Creates mechanisms for exploring structured, semi-structured, and unstructured data. Manages metadata and responsible for commissioning and decommissioning datasets. Assesses data quality, supports data integrity initiatives, and examines trends for clues in how to possibly enhance performance of systems, processes, and models. Defines new collection techniques, identifies patterns, and generates insights from available information. Creates reports and visualizations to convey findings from data analysis and assists in making data and products available through appropriate repositories and channels.

**Education:** Bachelor's degree.

**Experience:** Shall have ten (10) years’ experience.

**Acceptable Substitutions:** Associate’s Degree + twelve (12) years’ experience or Master’s Degree + eight (8) years’ experience.

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DATA ANALYST III (Off-Site)  
**Description:** Responsible for data collection and analysis, statistical modeling, data mining, database manipulation, report generation, data visualization, and process development. Collects data from a variety of sources, handling confidential information responsibly. Creates mechanisms for exploring structured, semi-structured, and unstructured data. Manages metadata and responsible for commissioning and decommissioning datasets. Assesses data quality, supports data integrity initiatives, and examines trends for clues in how to possibly enhance performance of systems, processes, and models. Defines new collection techniques, identifies patterns, and generates insights from available information. Creates reports and visualizations to convey findings from data analysis and assists in making data and products available through appropriate repositories and channels.

**Education:** Bachelor's degree.

**Experience:** Shall have ten (10) years’ experience.

**Acceptable Substitutions:** Associate’s Degree + twelve (12) years’ experience or Master’s Degree + eight (8) years’ experience.

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DATABASE ADMINISTRATOR I (On-Site)  
**Description:** Administers, maintains, develops, and implements policies and procedures for ensuring the security and integrity of the company database. Implements data models and database designs, data access and table maintenance codes; resolves database performance issues, database capacity issues, replication, and other distributed data issues. Defines files organization, indexing methods, and security procedures for specific user requirements. Develops, implements, and maintains database backup recovery procedures and ensures that data integrity, security, and recoverability are built into the database management system applications. Relies on limited experience and judgment to plan and accomplish goals.

**Education:** Bachelor's degree.

**Experience:** Shall have three (3) years’ experience.
Acceptable Substitutions: Associate’s Degree + five (5) years’ experience or Master’s Degree + one (1) years’ experience.

DATABASE ADMINISTRATOR I (Off-Site)

Description: Administers, maintains, develops, and implements policies and procedures for ensuring the security and integrity of the company database. Implements data models and database designs, data access and table maintenance codes; resolves database performance issues, database capacity issues, replication, and other distributed data issues. Defines files organization, indexing methods, and security procedures for specific user requirements. Develops, implements, and maintains database backup recovery procedures and ensures that data integrity, security, and recoverability are built into the database management system applications. Relies on limited experience and judgment to plan and accomplish goals.

Education: Bachelor's degree.

Experience: Shall have three (3) years’ experience.

Acceptable Substitutions: Associate’s Degree + five (5) years’ experience or Master’s Degree + one (1) years’ experience.

DATABASE ADMINISTRATOR II (On-Site)

Description: Administers, maintains, develops, and implements policies and procedures for ensuring the security and integrity of the company database. Implements data models and database designs, data access and table maintenance codes; resolves database performance issues, database capacity issues, replication, and other distributed data issues. Defines files organization, indexing methods, and security procedures for specific user requirements. Develops, implements, and maintains database backup recovery procedures and ensures that data integrity, security, and recoverability are built into the database management system applications. Relies on limited experience and judgment to plan and accomplish goals.

Education: Bachelor's degree.

Experience: Shall have seven (7) years’ experience.

Acceptable Substitutions: Associate’s Degree + nine (9) years’ experience or Master’s Degree + five (5) years’ experience.

DATABASE ADMINISTRATOR II (Off-Site)

Description: Administers, maintains, develops, and implements policies and procedures for ensuring the security and integrity of the company database. Implements data models and database designs, data access and table maintenance codes; resolves database performance issues, database capacity issues, replication, and other distributed data issues. Defines files organization, indexing methods, and security procedures for specific user requirements. Develops, implements, and maintains database backup recovery procedures and ensures that data integrity, security, and recoverability are built into the database management system applications. Relies on limited experience and judgment to plan and accomplish goals.

Education: Bachelor's degree.

Experience: Shall have seven (7) years’ experience.
Acceptable Substitutions: Associate’s Degree + nine (9) years’ experience or Master’s Degree + five (5) years’ experience.

DATABASE ADMINISTRATOR III (On-Site)

Description: Administers, maintains, develops, and implements policies and procedures for ensuring the security and integrity of the company database. Implements data models and database designs, data access and table maintenance codes; resolves database performance issues, database capacity issues, replication, and other distributed data issues. Defines files organization, indexing methods, and security procedures for specific user requirements. Develops, implements, and maintains database backup recovery procedures and ensures that data integrity, security, and recoverability are built into the database management system applications. Relies on limited experience and judgment to plan and accomplish goals.

Education: Bachelor's degree.

Experience: Shall have ten (10) years’ experience.

Acceptable Substitutions: Associate’s Degree + twelve (12) years’ experience or Master’s Degree + eight (8) years’ experience.

DATABASE ADMINISTRATOR III (Off-Site)

Description: Administers, maintains, develops, and implements policies and procedures for ensuring the security and integrity of the company database. Implements data models and database designs, data access and table maintenance codes; resolves database performance issues, database capacity issues, replication, and other distributed data issues. Defines files organization, indexing methods, and security procedures for specific user requirements. Develops, implements, and maintains database backup recovery procedures and ensures that data integrity, security, and recoverability are built into the database management system applications. Relies on limited experience and judgment to plan and accomplish goals.

Education: Bachelor's degree.

Experience: Shall have ten (10) years’ experience.

Acceptable Substitutions: Associate’s Degree + twelve (12) years’ experience or Master’s Degree + eight (8) years’ experience.

DEVELOPER I (On-Site)

Description: Determines the needs and develops the programming applications based on established requirements within the Federal domain. Assists with the development plan, the design, the development, and the testing of the application.Executes development activities in compliance with Software Development Life Cycle (SDLC).

Education: Bachelor's degree.

Experience: Shall have three (3) years’ experience.

Acceptable Substitutions: Associate’s Degree + five (5) years’ experience or Master’s Degree + one (1) years’ experience.
DEVELOPER I (Off-Site)

**Description:** Determines the needs and develops the programming applications based on established requirements within the Federal domain. Assists with the development plan, the design, the development, and the testing of the application. Executes development activities in compliance with Software Development Life Cycle (SDLC).

**Education:** Bachelor's degree.

**Experience:** Shall have three (3) years’ experience.

**Acceptable Substitutions:** Associate’s Degree + five (5) years’ experience or Master’s Degree + one (1) years’ experience.

DEVELOPER II (On-Site)

**Description:** Determines the needs and develops the programming applications based on established requirements within the Federal domain. Responsible for the creating the development plan, the design, the development, and the testing of the application. Executes development activities in compliance with SDLC.

**Education:** Bachelor's degree.

**Experience:** Shall have seven (7) years’ experience.

**Acceptable Substitutions:** Associate’s Degree + nine (9) years’ experience or Master’s Degree + five (5) years’ experience.

DEVELOPER II (Off-Site)

**Description:** Determines the needs and develops the programming applications based on established requirements within the Federal domain. Responsible for the creating the development plan, the design, the development, and the testing of the application. Executes development activities in compliance with SDLC.

**Education:** Bachelor's degree.

**Experience:** Shall have seven (7) years’ experience.

**Acceptable Substitutions:** Associate's Degree + nine (9) years’ experience or Master’s Degree + five (5) years’ experience.

DEVELOPER III (On-Site)

**Description:** Determines the needs and develops the programming applications based on established requirements within the Federal domain. Responsible for the creating the development plan, the design, the development, and the testing of the application. Executes development activities in compliance with SDLC.

**Education:** Bachelor's degree.

**Experience:** Shall have ten (10) years’ experience.

**Acceptable Substitutions:** Associate’s Degree + twelve (12) years’ experience or Master’s Degree + eight (8) years’ experience.
DEVELOPER III (Off-Site)

**Description:** Determines the needs and develops the programming applications based on established requirements within the Federal domain. Responsible for the creating the development plan, the design, the development, and the testing of the application. Executes development activities in compliance with SDLC.

**Education:** Bachelor's degree.

**Experience:** Shall have ten (10) years’ experience.

**Acceptable Substitutions:** Associate’s Degree + twelve (12) years’ experience or Master’s Degree + eight (8) years’ experience.

DIGITAL MEDIA SPECIALIST (On-Site)

**Description:** Responsible for the design, preparation, and creation of multi-media projects. Duties may include designing and developing multimedia applications, systems and products involving computer graphics and interactive computing using a variety of new media software applications, techniques, and tools. Addresses somewhat complex technical issues/problems using best practice and through collaboration with colleagues. Develops solutions to technical problems that require depth of technical knowledge but are typically limited in complexity. Communicates with colleagues across multiple areas (project managers, other technical resources, etc.). Explains technical solutions, practices, and procedures to others within the organization.

**Education:** Bachelor's degree.

**Experience:** Shall have five (5) years’ experience.

**Acceptable Substitutions:** Associate’s Degree + seven (7) years’ experience or Master’s Degree + three (3) years’ experience.

DIGITAL MEDIA SPECIALIST (Off-Site)

**Description:** Responsible for the design, preparation, and creation of multi-media projects. Duties may include designing and developing multimedia applications, systems and products involving computer graphics and interactive computing using a variety of new media software applications, techniques, and tools. Addresses somewhat complex technical issues/problems using best practice and through collaboration with colleagues. Develops solutions to technical problems that require depth of technical knowledge but are typically limited in complexity. Communicates with colleagues across multiple areas (project managers, other technical resources, etc.). Explains technical solutions, practices, and procedures to others within the organization.

**Education:** Bachelor's degree.

**Experience:** Shall have five (5) years’ experience.

**Acceptable Substitutions:** Associate’s Degree + seven (7) years’ experience or Master’s Degree + three (3) years’ experience.
FILE MANAGER (On-Site)

Description: Manages files, gathering and indexing, providing quality control measures, and maintaining a uniform system of organization. Faxes, archives, scans, files, and indexes in databases applicable documentation. According to specified guidelines, orders high volume of letters, memoranda, invoices, and other indexed documents. Manages catalogues. Retrieves data within allotted time frames and field and answer questions about records and file. Converts hard copies and process in electronic filing system. Reviews files, gathers information, and imports data.

Education: High School Diploma.

Experience: Shall have five (5) years’ experience.

Acceptable Substitutions: Associate’s Degree + three (3) years’ experience or Bachelor’s Degree + one (1) years’ experience.

FILE MANAGER (Off-Site)

Description: Manages files, gathering and indexing, providing quality control measures, and maintaining a uniform system of organization. Faxes, archives, scans, files, and indexes in databases applicable documentation. According to specified guidelines, orders high volume of letters, memoranda, invoices, and other indexed documents. Manages catalogues. Retrieves data within allotted time frames and field and answer questions about records and file. Converts hard copies and process in electronic filing system. Reviews files, gathers information, and imports data.

Education: High School Diploma.

Experience: Shall have five (5) years’ experience.

Acceptable Substitutions: Associate’s Degree + three (3) years’ experience or Bachelor’s Degree + one (1) years’ experience.

FINANCIAL ANALYST I (On-Site)

Description: Compiles and analyzes financial information for the organization. Develops integrated revenue/expense analyses, projections, reports, and presentations. Creates and analyzes monthly, quarterly, and annual reports and ensures financial information has been recorded accurately. Identifies trends and developments in competitive environments and presents findings to senior management. Performs financial forecasting and reconciliation of internal accounts.

Education: Bachelor's degree.

Experience: Shall have three (3) years’ experience.

Acceptable Substitutions: Associate’s Degree + five (5) years’ experience or Master’s Degree + one (1) years’ experience.

FINANCIAL ANALYST I (Off-Site)

Description: Compiles and analyzes financial information for the organization. Develops integrated revenue/expense analyses, projections, reports, and presentations. Creates and analyzes monthly, quarterly, and annual reports and ensures financial information has been recorded accurately. Identifies trends and
developments in competitive environments and presents findings to senior management. Performs financial forecasting and reconciliation of internal accounts.

**Education:** Bachelor's degree.

**Experience:** Shall have three (3) years’ experience.

**Acceptable Substitutions:** Associate’s Degree + five (5) years’ experience or Master’s Degree + one (1) years’ experience.

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**FINANCIAL ANALYST II (On-Site)**

**Description:** Compiles and analyzes financial information for the organization. Develops integrated revenue/expense analyses, projections, reports, and presentations. Creates and analyzes monthly, quarterly, and annual reports and ensures financial information has been recorded accurately. Identifies trends and developments in competitive environments and presents findings to senior management. Performs financial forecasting and reconciliation of internal accounts.

**Education:** Bachelor's degree.

**Experience:** Shall have seven (7) years’ experience.

**Acceptable Substitutions:** Associate’s Degree + nine (9) years’ experience or Master’s Degree + five (5) years’ experience.

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**FINANCIAL ANALYST II (Off-Site)**

**Description:** Compiles and analyzes financial information for the organization. Develops integrated revenue/expense analyses, projections, reports, and presentations. Creates and analyzes monthly, quarterly, and annual reports and ensures financial information has been recorded accurately. Identifies trends and developments in competitive environments and presents findings to senior management. Performs financial forecasting and reconciliation of internal accounts.

**Education:** Bachelor's degree.

**Experience:** Shall have seven (7) years’ experience.

**Acceptable Substitutions:** Associate’s Degree + nine (9) years’ experience or Master’s Degree + five (5) years’ experience.

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**FINANCIAL ANALYST III (On-Site)**

**Description:** Compiles and analyzes financial information for the organization. Develops integrated revenue/expense analyses, projections, reports, and presentations. Creates and analyzes monthly, quarterly, and annual reports and ensures financial information has been recorded accurately. Identifies trends and developments in competitive environments and presents findings to senior management. Performs financial forecasting and reconciliation of internal accounts.

**Education:** Bachelor's degree.

**Experience:** Shall have ten (10) years’ experience.
Acceptable Substitutions: Associate’s Degree + twelve (12) years’ experience or Master’s Degree + eight (8) years’ experience.

FINANCIAL ANALYST III (Off-Site)
Description: Compiles and analyzes financial information for the organization. Develops integrated revenue/expense analyses, projections, reports, and presentations. Creates and analyzes monthly, quarterly, and annual reports and ensures financial information has been recorded accurately. Identifies trends and developments in competitive environments and presents findings to senior management. Performs financial forecasting and reconciliation of internal accounts.

Education: Bachelor's degree.

Experience: Shall have ten (10) years’ experience.

Acceptable Substitutions: Associate’s Degree + twelve (12) years’ experience or Master’s Degree + eight (8) years’ experience.

GENERAL CLERK I (On-Site)
Description: Follows specific procedures in completing several repetitive clerical steps performed in a prescribed or slightly varied sequence, such as coding and filing documents in an extensive alphabetical file, simple posting to individual accounts, opening mail, running mail through metering machines, and calculating and posting charges to departmental accounts. Little or no subject-matter knowledge is required, but the clerk needs to choose the proper procedure for each task.

Education: High School Diploma.

Experience: Shall have two (2) years’ experience.

Acceptable Substitutions: Associate’s Degree.

GENERAL CLERK I (Off-Site)
Description: Follows specific procedures in completing several repetitive clerical steps performed in a prescribed or slightly varied sequence, such as coding and filing documents in an extensive alphabetical file, simple posting to individual accounts, opening mail, running mail through metering machines, and calculating and posting charges to departmental accounts. Little or no subject-matter knowledge is required, but the clerk needs to choose the proper procedure for each task.

Education: High School Diploma.

Experience: Shall have two (2) years’ experience.

Acceptable Substitutions: Associate’s Degree.

GENERAL CLERK II (On-Site)
Description: Work requires a familiarity with the terminology of the office unit. Selects appropriate methods from a wide variety of procedures or makes simple adaptations and interpretations of a limited number of substantive guides and manuals. The clerical steps often vary in type or sequence, depending on the task. Recognized problems are referred to others.
**Education:** High School Diploma.

**Experience:** Shall have five (5) years’ experience.

**Acceptable Substitutions:** Associate’s Degree + three (3) years’ experience or Bachelor’s Degree + one (1) years’ experience.

**GENERAL CLERK II (Off-Site)**

**Description:** Work requires a familiarity with the terminology of the office unit. Selects appropriate methods from a wide variety of procedures or makes simple adaptations and interpretations of a limited number of substantive guides and manuals. The clerical steps often vary in type or sequence, depending on the task. Recognized problems are referred to others.

**Education:** High School Diploma.

**Experience:** Shall have five (5) years’ experience.

**Acceptable Substitutions:** Associate’s Degree + three (3) years’ experience or Bachelor’s Degree + one (1) years’ experience.

**GENERAL CLERK III (On-Site)**

**Description:** Uses some subject-matter knowledge and judgment to complete assignments consisting of numerous steps that vary in nature and sequence. Selects from alternative methods and refers problems not solvable by adapting or interpreting substantive guides, manuals, or procedures. Typical duties include: assisting in a variety of administrative matters; maintaining a wide variety of financial or other records; verifying statistical reports for accuracy and completeness; and handling and adjusting complaints. May also direct lower-level clerks. Uses a thorough knowledge of an office’s work and routine to: 1) choose among widely varying methods and procedures to process complex transactions; and 2) select or devise steps necessary to complete assignments.

**Education:** High School Diploma.

**Experience:** Shall have seven (7) years’ experience.

**Acceptable Substitutions:** Associate’s Degree + five (5) years’ experience or Bachelor’s Degree + three (3) years’ experience.

**GENERAL CLERK III (Off-Site)**

**Description:** Uses some subject-matter knowledge and judgment to complete assignments consisting of numerous steps that vary in nature and sequence. Selects from alternative methods and refers problems not solvable by adapting or interpreting substantive guides, manuals, or procedures. Typical duties include: assisting in a variety of administrative matters; maintaining a wide variety of financial or other records; verifying statistical reports for accuracy and completeness; and handling and adjusting complaints. May also direct lower-level clerks. Uses a thorough knowledge of an office’s work and routine to: 1) choose among widely varying methods and procedures to process complex transactions; and 2) select or devise steps necessary to complete assignments.

**Education:** High School Diploma.
Experience: Shall have seven (7) years’ experience.

Acceptable Substitutions: Associate’s Degree + five (5) years’ experience or Bachelor’s Degree + three (3) years’ experience.

**IT SPECIALIST I (On-Site)**

**Description:** Administer IT platforms and services, manages vendors and service providers, oversees network infrastructure, provides direct, hands-on technical support, establishes, and manages information security and data protection and privacy systems and policies, and contributes technical expertise and insight to the organization’s strategic planning for information technology systems and policy.

**Education:** Bachelor's degree.

**Experience:** Shall have four (4) years’ experience.

**Acceptable Substitutions:** Associate’s Degree + six (6) years’ experience or Master’s Degree + two (2) years’ experience.

**IT SPECIALIST I (Off-Site)**

**Description:** Administer IT platforms and services, manages vendors and service providers, oversees network infrastructure, provides direct, hands-on technical support, establishes, and manages information security and data protection and privacy systems and policies, and contributes technical expertise and insight to the organization’s strategic planning for information technology systems and policy.

**Education:** Bachelor's degree.

**Experience:** Shall have four (4) years’ experience.

**Acceptable Substitutions:** Associate’s Degree + six (6) years’ experience or Master’s Degree + two (2) years’ experience.

**IT SPECIALIST II (On-Site)**

**Description:** Administer IT platforms and services, manages vendors and service providers, oversees network infrastructure, provides direct, hands-on technical support, establishes, and manages information security and data protection and privacy systems and policies, and contributes technical expertise and insight to the organization’s strategic planning for information technology systems and policy.

**Education:** Bachelor's degree.

**Experience:** Shall have eight (8) years’ experience.

**Acceptable Substitutions:** Associate’s Degree + ten (10) years’ experience or Master’s Degree + six (6) years’ experience.

**IT SPECIALIST II (Off-Site)**

**Description:** Administer IT platforms and services, manages vendors and service providers, oversees network infrastructure, provides direct, hands-on technical support, establishes, and manages information security and data protection and privacy systems and policies, and contributes technical expertise and insight to the organization’s strategic planning for information technology systems and policy.
**Education:** Bachelor's degree.

**Experience:** Shall have eight (8) years’ experience.

**Acceptable Substitutions:** Associate’s Degree + ten (10) years’ experience or Master’s Degree + six (6) years’ experience.

**IV&V TESTER I (On-Site)**

**Description:** Assists with the physical testing of a prototype and/or first article testing, environmental testing, independent verification and validation, reverse engineering and simulation and modeling. Assists with system safety testing and quality assurance. Provides support for testing of a variety of standard and diversified equipment, products, and components for compliance to specifications. Sets up test apparatus and using a variety of measuring devices/instruments. Participates in the definition of tests plans, participates in test planning working groups, and aids the execution of the overall Testing and Evaluation Program. Reviews test documentation and supports test execution.

**Education:** Bachelor's degree.

**Experience:** Shall have three (3) years’ experience.

**Acceptable Substitutions:** Associate’s Degree + five (5) years’ experience or Master’s Degree + one (1) years’ experience.

**IV&V TESTER I (Off-Site)**

**Description:** Assists with the physical testing of a prototype and/or first article testing, environmental testing, independent verification and validation, reverse engineering and simulation and modeling. Assists with system safety testing and quality assurance. Provides support for testing of a variety of standard and diversified equipment, products, and components for compliance to specifications. Sets up test apparatus and using a variety of measuring devices/instruments. Participates in the definition of tests plans, participates in test planning working groups, and aids the execution of the overall Testing and Evaluation Program. Reviews test documentation and supports test execution.

**Education:** Bachelor's degree.

**Experience:** Shall have three (3) years’ experience.

**Acceptable Substitutions:** Associate’s Degree + five (5) years’ experience or Master’s Degree + one (1) years’ experience.

**IV&V TESTER II (On-Site)**

**Description:** Provides program test support, analysis, and input on large testing projects and leadership on smaller testing or development efforts. Performs testing of a variety of standard and diversified equipment, products, and components for compliance to specifications. Provides test planning support, participates in reviews and supports the development of test strategies. Participates in the definition of tests plans and Testing and Evaluation forecast planning, supports test planning working groups and supports the execution of the overall Testing and Evaluation Program. Reviews test documentation, conducts assessments, and makes recommendations.

**Education:** Bachelor's degree.
Experience: Shall have seven (7) years’ experience.

Acceptable Substitutions: Associate's Degree + nine (9) years’ experience or Master’s Degree + five (5) years’ experience.

**IV&V TESTER II (Off-Site)**

Description: Provides program test support, analysis, and input on large testing projects and leadership on smaller testing or development efforts. Performs testing of a variety of standard and diversified equipment, products, and components for compliance to specifications. Provides test planning support, participates in reviews and supports the development of test strategies. Participates in the definition of tests plans and Testing and Evaluation forecast planning, supports test planning working groups and supports the execution of the overall Testing and Evaluation Program. Reviews test documentation, conducts assessments, and makes recommendations.

Education: Bachelor's degree.

Experience: Shall have seven (7) years’ experience.

Acceptable Substitutions: Associate’s Degree + nine (9) years’ experience or Master’s Degree + five (5) years’ experience.

**IV&V TESTER III (On-Site)**

Description: Manages test program from planning through execution and analysis for entire program. Provides senior-level guidance for test planning activities, develops test strategies, creates test plans, identifies simulation activities, and performs and documents Testing and Evaluation forecast planning. Also directs test planning working groups and supervises the execution of the overall Testing and Evaluation Program. Develops test documentation, and guides the test execution program through verification planning, execution, and results analysis to ensure User Requirements compliance.

Education: Bachelor's degree.

Experience: Shall have ten (10) years’ experience.

Acceptable Substitutions: Associate’s Degree + twelve (12) years’ experience or Master’s Degree + eight (8) years’ experience.

**IV&V TESTER III (Off-Site)**

Description: Manages test program from planning through execution and analysis for entire program. Provides senior-level guidance for test planning activities, develops test strategies, creates test plans, identifies simulation activities, and performs and documents Testing and Evaluation forecast planning. Also directs test planning working groups and supervises the execution of the overall Testing and Evaluation Program. Develops test documentation, and guides the test execution program through verification planning, execution, and results analysis to ensure User Requirements compliance.

Education: Bachelor's degree.

Experience: Shall have ten (10) years’ experience.
Acceptable Substitutions: Associate’s Degree + twelve (12) years’ experience or Master’s Degree + eight (8) years’ experience.

**MANAGEMENT ANALYST I (On-Site)**

**Description:** Supports tasks and teams in organizational/operations analysis and enterprise reengineering. Evaluates and designs organizational structures to eliminate functional redundancies, increase efficiency, and establish clear managerial accountability. Uses industrial engineering/computer techniques to facilitate work measurement and process improvement as well as develops organizational and process standards and determinants. Uses Activity Based Management techniques to perform cost per output and/or cost per function analysis to facilitate improvement. Facilitates benchmarking, process mapping, work measurement, metrics, performance evaluation, and manpower budget estimates.

**Education:** Bachelor's degree.

**Experience:** Shall have three (3) years’ experience.

**Acceptable Substitutions:** Associate’s Degree + five (5) years’ experience or Master’s Degree + one (1) years’ experience.

**MANAGEMENT ANALYST I (Off-Site)**

**Description:** Supports tasks and teams in organizational/operations analysis and enterprise reengineering. Evaluates and designs organizational structures to eliminate functional redundancies, increase efficiency, and establish clear managerial accountability. Uses industrial engineering/computer techniques to facilitate work measurement and process improvement as well as develops organizational and process standards and determinants. Uses Activity Based Management techniques to perform cost per output and/or cost per function analysis to facilitate improvement. Facilitates benchmarking, process mapping, work measurement, metrics, performance evaluation, and manpower budget estimates.

**Education:** Bachelor's degree.

**Experience:** Shall have three (3) years’ experience.

**Acceptable Substitutions:** Associate’s Degree + five (5) years’ experience or Master’s Degree + one (1) years’ experience.

**MANAGEMENT ANALYST II (On-Site)**

**Description:** Facilitates tasks and teams in organizational and operations analysis and enterprise reengineering. Evaluates and designs organizational structures to eliminate functional redundancies, increase efficiency, and establish clear managerial accountability. Uses industrial engineering/computer techniques to facilitate work measurement and process improvement as well as develops organizational and process standards and determinants. Uses Activity Based Management techniques to perform cost per output and/or cost per function analysis to facilitate improvement. Facilitates benchmarking, process mapping, work measurement, metrics, performance evaluation, and manpower budget estimates.

**Education:** Bachelor's degree.

**Experience:** Shall have seven (7) years’ experience.
Acceptable Substitutions: Associate’s Degree + nine (9) years’ experience or Master’s Degree + five (5) years’ experience.

MANAGEMENT ANALYST II (Off-Site)

**Description:** Facilitates tasks and teams in organizational and operations analysis and enterprise reengineering. Evaluates and designs organizational structures to eliminate functional redundancies, increase efficiency, and establish clear managerial accountability. Uses industrial engineering/computer techniques to facilitate work measurement and process improvement as well as develops organizational and process standards and determinants. Uses Activity Based Management techniques to perform cost per output and/or cost per function analysis to facilitate improvement. Facilitates benchmarking, process mapping, work measurement, metrics, performance evaluation, and manpower budget estimates.

**Education:** Bachelor's degree.

**Experience:** Shall have seven (7) years’ experience.

Acceptable Substitutions: Associate’s Degree + nine (9) years’ experience or Master’s Degree + five (5) years’ experience.

MANAGEMENT ANALYST III (On-Site)

**Description:** Leads tasks and teams in organizational/operations analysis and enterprise reengineering. Evaluates and designs organizational structures to eliminate functional redundancies, increase efficiency, and establish clear managerial accountability. Uses industrial engineering/computer techniques to facilitate work measurement and process improvement as well as develops organizational and process standards and determinants. Uses Activity Based Management techniques to perform cost per output and/or cost per function analysis to facilitate improvement. Facilitates benchmarking, process mapping, work measurement, metrics, performance evaluation, and manpower budget estimates.

**Education:** Bachelor's degree.

**Experience:** Shall have ten (10) years’ experience.

Acceptable Substitutions: Associate’s Degree + twelve (12) years’ experience or Master’s Degree + eight (8) years’ experience.

MANAGEMENT ANALYST III (Off-Site)

**Description:** Leads tasks and teams in organizational/operations analysis and enterprise reengineering. Evaluates and designs organizational structures to eliminate functional redundancies, increase efficiency, and establish clear managerial accountability. Uses industrial engineering/computer techniques to facilitate work measurement and process improvement as well as develops organizational and process standards and determinants. Uses Activity Based Management techniques to perform cost per output and/or cost per function analysis to facilitate improvement. Facilitates benchmarking, process mapping, work measurement, metrics, performance evaluation, and manpower budget estimates.

**Education:** Bachelor's degree.

**Experience:** Shall have ten (10) years’ experience.
Acceptable Substitutions: Associate’s Degree + twelve (12) years’ experience or Master’s Degree + eight (8) years’ experience.

**MARKETING SPECIALIST (On-Site)**

**Description:** Responsible for planning, organizing, securing, and managing resources to bring about the successful completion of marketing program goals and objectives. Duties may include ensuring that all projects run within scope, time, and budget constraints. Also interfaces with task and functional leaders, subcontractors, and support personnel. Problems and issues faced are unclear, and may require understanding of broader set of issues, and may be difficult. Problems typically involve multiple families, projects, or customers. Communicates with parties within and outside of own project/family, which may include multiple constituents depending upon the area. Requires ability to influence others outside of own project/family area on policies, practices, and procedures.

**Education:** Bachelor's degree.

**Experience:** Shall have five (5) years’ experience.

**Acceptable Substitutions:** Associate’s Degree + seven (7) years’ experience or Master’s Degree + three (3) years’ experience.

**MARKETING SPECIALIST (Off-Site)**

**Description:** Responsible for planning, organizing, securing, and managing resources to bring about the successful completion of marketing program goals and objectives. Duties may include ensuring that all projects run within scope, time, and budget constraints. Also interfaces with task and functional leaders, subcontractors, and support personnel. Problems and issues faced are unclear, and may require understanding of broader set of issues, and may be difficult. Problems typically involve multiple families, projects, or customers. Communicates with parties within and outside of own project/family, which may include multiple constituents depending upon the area. Requires ability to influence others outside of own project/family area on policies, practices, and procedures.

**Education:** Bachelor's degree.

**Experience:** Shall have five (5) years’ experience.

**Acceptable Substitutions:** Associate’s Degree + seven (7) years’ experience or Master’s Degree + three (3) years’ experience.

**NETWORK ADMINISTRATOR I (On-Site)**

**Description:** Configures, manages networks, and oversees the creation of hybrid software, web, and hardware products from initial specifications to final rollout and maintenance on the web. Integrates various network operating systems and application programs.

**Education:** Bachelor's degree.

**Experience:** Shall have three (3) years’ experience.

**Acceptable Substitutions:** Associate’s Degree + five (5) years’ experience or Master’s Degree + one (1) years’ experience.
NETWORK ADMINISTRATOR I (Off-Site)

**Description:** Configures, manages networks, and oversees the creation of hybrid software, web, and hardware products from initial specifications to final rollout and maintenance on the web. Integrates various network operating systems and application programs.

**Education:** Bachelor's degree.

**Experience:** Shall have three (3) years’ experience.

**Acceptable Substitutions:** Associate’s Degree + five (5) years’ experience or Master’s Degree + one (1) years’ experience.

NETWORK ADMINISTRATOR II (On-Site)

**Description:** Configures, manages networks, and oversees the creation of hybrid software, web, and hardware products from initial specifications to final rollout and maintenance on the web. Integrates various network operating systems and application programs.

**Education:** Bachelor's degree.

**Experience:** Shall have seven (7) years’ experience.

**Acceptable Substitutions:** Associate’s Degree + nine (9) years’ experience or Master’s Degree + five (5) years’ experience.

NETWORK ADMINISTRATOR II (Off-Site)

**Description:** Configures, manages networks, and oversees the creation of hybrid software, web, and hardware products from initial specifications to final rollout and maintenance on the web. Integrates various network operating systems and application programs.

**Education:** Bachelor's degree.

**Experience:** Shall have seven (7) years’ experience.

**Acceptable Substitutions:** Associate’s Degree + nine (9) years’ experience or Master’s Degree + five (5) years’ experience.

NETWORK ADMINISTRATOR III (On-Site)

**Description:** Configures, manages networks, and oversees the creation of hybrid software, web, and hardware products from initial specifications to final rollout and maintenance on the web. Integrates various network operating systems and application programs. Assists in updating policies and procedures in the areas of Disaster Recovery, Business Continuity, Systems Management, Monitoring, Systems Administration and Security, Build Standards, and Server Build Automation.

**Education:** Bachelor's degree.

**Experience:** Shall have ten (10) years’ experience.

**Acceptable Substitutions:** Associate’s Degree + twelve (12) years’ experience or Master’s Degree + eight (8) years’ experience.
NETWORK ADMINISTRATOR III (Off-Site)

Description: Configures, manages networks, and oversees the creation of hybrid software, web, and hardware products from initial specifications to final rollout and maintenance on the web. Integrates various network operating systems and application programs. Assists in updating policies and procedures in the areas of Disaster Recovery, Business Continuity, Systems Management, Monitoring, Systems Administration and Security, Build Standards, and Server Build Automation.

Education: Bachelor's degree.

Experience: Shall have ten (10) years’ experience.

Acceptable Substitutions: Associate’s Degree + twelve (12) years’ experience or Master’s Degree + eight (8) years’ experience.

POLICY ANALYST I (On-Site)

Description: Analyzes actual and predictable interacting operational activities of a military, governmental, or business system to obtain a qualitative or quantitative, rational basis for decision-making, policies (e.g., Doctrine, Organization, Training, Leader Development, Material, Personnel, Facilities) or resource allocation in support of US Government policy goals and objectives. Utilizes judgment, experience and subject matter expertise, decision support tools, and basic to extremely complex modeling and measurement techniques, mathematics, statistical methods, and other principles in the professional body of knowledge in determining solutions. Provides integral policy support in the capability development and integration of solutions and the conceptualization, design, development, testing, verification and validation, documentation, and implementation of modeling and simulation-based decision support system applications. Works on problems of diverse scope where analysis of situation or data requires evaluation of identifiable factors. Exercises independent judgment within generally defined practices and policies in selecting methods and techniques for obtaining solutions.

Education: Bachelor's degree.

Experience: Shall have three (3) years’ experience.

Acceptable Substitutions: Associate’s Degree + five (5) years’ experience or Master’s Degree + one (1) years’ experience.

POLICY ANALYST I (Off-Site)

Description: Analyzes actual and predictable interacting operational activities of a military, governmental, or business system to obtain a qualitative or quantitative, rational basis for decision-making, policies (e.g., Doctrine, Organization, Training, Leader Development, Material, Personnel, Facilities) or resource allocation in support of US Government policy goals and objectives. Utilizes judgment, experience and subject matter expertise, decision support tools, and basic to extremely complex modeling and measurement techniques, mathematics, statistical methods, and other principles in the professional body of knowledge in determining solutions. Provides integral policy support in the capability development and integration of solutions and the conceptualization, design, development, testing, verification and validation, documentation, and implementation of modeling and simulation-based decision support system applications. Works on problems of diverse scope where analysis of situation or data requires evaluation of
identifiable factors. Exercises independent judgment within generally defined practices and policies in selecting methods and techniques for obtaining solutions.

**Education:** Bachelor's degree.

**Experience:** Shall have three (3) years’ experience.

**Acceptable Substitutions:** Associate’s Degree + five (5) years’ experience or Master’s Degree + one (1) years’ experience.

**POLICY ANALYST II (On-Site)**

**Description:** Analyzes actual and predictable interacting operational activities of a military, governmental, or business system to obtain a qualitative or quantitative, rational basis for decision-making, policies (e.g., Doctrine, Organization, Training, Leader Development, Material, Personnel, Facilities) or resource allocation in support of US Government policy goals and objectives. Utilizes judgment, experience and subject matter expertise, decision support tools, and basic to extremely complex modeling and measurement techniques, mathematics, statistical methods, and other principles in the professional body of knowledge in determining solutions. Provides integral policy support in the capability development and integration of solutions and the conceptualization, design, development, testing, verification and validation, documentation, and implementation of modeling and simulation-based decision support system applications. Works on problems of diverse scope where analysis of situation or data requires review of identifiable factors. Exercises judgment within defined procedure and policies to determine appropriate action. Acts as advisor to unit or sub-unit, becomes actively involved as required to meet schedules or resolve problems. Provides direction to employees according to established policies and management guidance.

**Education:** Bachelor's degree.

**Experience:** Shall have seven (7) years’ experience.

**Acceptable Substitutions:** Associate’s Degree + nine (9) years’ experience or Master’s Degree + five (5) years’ experience.

**POLICY ANALYST II (Off-Site)**

**Description:** Analyzes actual and predictable interacting operational activities of a military, governmental, or business system to obtain a qualitative or quantitative, rational basis for decision-making, policies (e.g., Doctrine, Organization, Training, Leader Development, Material, Personnel, Facilities) or resource allocation in support of US Government policy goals and objectives. Utilizes judgment, experience and subject matter expertise, decision support tools, and basic to extremely complex modeling and measurement techniques, mathematics, statistical methods, and other principles in the professional body of knowledge in determining solutions. Provides integral policy support in the capability development and integration of solutions and the conceptualization, design, development, testing, verification and validation, documentation, and implementation of modeling and simulation-based decision support system applications. Works on problems of diverse scope where analysis of situation or data requires review of identifiable factors. Exercises judgment within defined procedure and policies to determine appropriate action. Acts as advisor to unit or sub-unit, becomes actively involved as required to meet schedules or
resolve problems. Provides direction to employees according to established policies and management
guidance.

**Education:** Bachelor's degree.

**Experience:** Shall have seven (7) years’ experience.

**Acceptable Substitutions:** Associate’s Degree + nine (9) years’ experience or Master’s Degree + five (5)
years’ experience.

**POLICY ANALYST III (On-Site)**

**Description:** Analyzes actual and predictable interacting operational activities of a military, governmental,
or business system to obtain a qualitative or quantitative, rational basis for decision-making, policies (e.g.,
Doctrine, Organization, Training, Leader Development, Material, Personnel, Facilities) or resource
allocation in support of policy goals and objectives. Utilizes judgment, experience and subject matter
expertise, decision support tools, and basic to extremely complex modeling and measurement techniques,
mathematics, statistical methods, and other principles in the professional body of knowledge in determining
solutions. Provides integral policy support in the capability development and integration of solutions and
the conceptualization, design, development, testing, verification and validation, documentation, and
implementation of modeling and simulation-based decision support system applications. Works on complex
problems where analysis of situation or data requires evaluation of identifiable factors. Exercises judgment
within generally defined practices and policies in selecting methods and techniques for obtaining solutions.
Provides guidance to subordinates to achieve goals in accordance with established policies. Develops and
administers budgets, schedules, and performance requirements.

**Education:** Bachelor's degree.

**Experience:** Shall have ten (10) years’ experience.

**Acceptable Substitutions:** Associate’s Degree + twelve (12) years’ experience or Master’s Degree + eight
(8) years’ experience.

**POLICY ANALYST III (Off-Site)**

**Description:** Analyzes actual and predictable interacting operational activities of a military, governmental,
or business system to obtain a qualitative or quantitative, rational basis for decision-making, policies (e.g.,
Doctrine, Organization, Training, Leader Development, Material, Personnel, Facilities) or resource
allocation in support of policy goals and objectives. Utilizes judgment, experience and subject matter
expertise, decision support tools, and basic to extremely complex modeling and measurement techniques,
mathematics, statistical methods, and other principles in the professional body of knowledge in determining
solutions. Provides integral policy support in the capability development and integration of solutions and
the conceptualization, design, development, testing, verification and validation, documentation, and
implementation of modeling and simulation-based decision support system applications. Works on complex
problems where analysis of situation or data requires evaluation of identifiable factors. Exercises judgment
within generally defined practices and policies in selecting methods and techniques for obtaining solutions.
Provides guidance to subordinates to achieve goals in accordance with established policies. Develops and
administers budgets, schedules, and performance requirements.
**Education:** Bachelor's degree.

**Experience:** Shall have ten (10) years’ experience.

**Acceptable Substitutions:** Associate’s Degree + twelve (12) years’ experience or Master’s Degree + eight (8) years’ experience.

**JUNIOR PROGRAM ANALYST (On-Site)**

**Description:** Understands business practices, market position and deployment of technology into mission environments. Facilitates Business Process Change and will provide Change Management Consulting to ensure that organizational aspects (i.e., organizational culture, fit, etc.) are addressed as new enabling technologies are implemented. Performs technical and business-related research to support client needs, assist in the installation and implementation, development, and analysis of materials, processes, and systems. Works with team in the analysis, formulation, development and delivery of engagement material and results. Plans, develops, and maintains engagement project and program plans. Develops statements of work, technical approaches, and cost estimates to perform future work. Work is reviewed by management to measure meeting objectives. Directs established guidelines, procedures, and policies.

**Education:** Bachelor's degree.

**Experience:** Shall have two (2) years’ experience.

**Acceptable Substitutions:** Associate’s Degree + four (4) years’ experience or Master’s Degree.

**JUNIOR PROGRAM ANALYST (Off-Site)**

**Description:** Understands business practices, market position and deployment of technology into mission environments. Facilitates Business Process Change and will provide Change Management Consulting to ensure that organizational aspects (i.e., organizational culture, fit, etc.) are addressed as new enabling technologies are implemented. Performs technical and business-related research to support client needs, assist in the installation and implementation, development, and analysis of materials, processes, and systems. Works with team in the analysis, formulation, development and delivery of engagement material and results. Plans, develops, and maintains engagement project and program plans. Develops statements of work, technical approaches, and cost estimates to perform future work. Work is reviewed by management to measure meeting objectives. Directs established guidelines, procedures, and policies.

**Education:** Bachelor's degree.

**Experience:** Shall have two (2) years’ experience.

**Acceptable Substitutions:** Associate’s Degree + four (4) years’ experience or Master’s Degree.

**SENIOR PROGRAM ANALYST (On-Site)**

**Description:** Understands business practices, market position and deployment of technology into mission environments. Facilitates Business Process Change and will provide Change Management Consulting to ensure that organizational aspects (i.e., organizational culture, fit, etc.) are addressed as new enabling technologies are implemented. Performs technical and business-related research to support client needs, assist in the installation and implementation, development, and analysis of materials, processes, and systems. Works with team in the analysis, formulation, development and delivery of engagement material...
and results. Plans, develops, and maintains engagement project and program plans. Develops statements of work, technical approaches, and cost estimates to perform future work. Helps establish and recommend changes to policies (both business and Information Technology) which affect the client’s organization.

**Education:** Bachelor's degree.

**Experience:** Shall have eight (8) years’ experience.

**Acceptable Substitutions:** Associate’s Degree + ten (10) years’ experience or Master’s Degree + six (6) years’ experience.

**SENIOR PROGRAM ANALYST (Off-Site)**

**Description:** Understands business practices, market position and deployment of technology into mission environments. Facilitates Business Process Change and will provide Change Management Consulting to ensure that organizational aspects (i.e., organizational culture, fit, etc.) are addressed as new enabling technologies are implemented. Performs technical and business-related research to support client needs, assist in the installation and implementation, development, and analysis of materials, processes, and systems. Works with team in the analysis, formulation, development and delivery of engagement material and results. Plans, develops, and maintains engagement project and program plans. Develops statements of work, technical approaches, and cost estimates to perform future work. Helps establish and recommend changes to policies (both business and Information Technology) which affect the client’s organization.

**Education:** Bachelor's degree.

**Experience:** Shall have eight (8) years’ experience.

**Acceptable Substitutions:** Associate’s Degree + ten (10) years’ experience or Master’s Degree + six (6) years’ experience.

**PROGRAM ANALYST – SME (On-Site)**

**Description:** Understands business practices, market position and deployment of technology into mission environments. Facilitates Business Process Change and will provide Change Management Consulting to ensure that organizational aspects (i.e., organizational culture, fit, etc.) are addressed as new enabling technologies are implemented. Performs technical and business-related research to support client needs, assist in the installation and implementation, development, and analysis of materials, processes, and systems. Works with team in the analysis, formulation, development and delivery of engagement material and results. Plans, develops, and maintains engagement project and program plans. Develops statements of work, technical approaches, and cost estimates to perform future work. Provides direction policies and management guidance. Work is reviewed by management to measure meeting of objectives. Administers policies that directly affect subordinate employees.

**Education:** Bachelor's degree.

**Experience:** Shall have ten (10) years’ experience.

**Acceptable Substitutions:** Associate’s Degree + twelve (12) years’ experience or Master’s Degree + eight (8) years’ experience.
PROGRAM ANALYST – SME (Off-Site)

Description: Understands business practices, market position and deployment of technology into mission environments. Facilitates Business Process Change and will provide Change Management Consulting to ensure that organizational aspects (i.e., organizational culture, fit, etc.) are addressed as new enabling technologies are implemented. Performs technical and business-related research to support client needs, assist in the installation and implementation, development, and analysis of materials, processes, and systems. Works with team in the analysis, formulation, development and delivery of engagement material and results. Plans, develops, and maintains engagement project and program plans. Develops statements of work, technical approaches, and cost estimates to perform future work. Provides direction policies and management guidance. Work is reviewed by management to measure meeting of objectives. Administers policies that directly affect subordinate employees.

Education: Bachelor's degree.

Experience: Shall have ten (10) years’ experience.

Acceptable Substitutions: Associate’s Degree + twelve (12) years’ experience or Master’s Degree + eight (8) years’ experience.

PROGRAM MANAGER (On-Site)

Description: Serves as the Government’s point of contact and provides supervision and guidance for all contractor personnel assigned to a specified contract. Has experience managing multiple teams of professionals with generalized and specialized expertise in business management and services. Business services include planning and management, requirements analysis and modeling, business process analysis and design, resources and facilities management, risk management and other services. Provides consulting and executive support to enterprise-wide or national level programs and personnel. Provides executive knowledge and insight, management experience and/or subject-matter expertise; performs analyses and develops recommendations that may have substantial impact on major programs and activities. Has significant experience in briefing upper management and/or upper echelons of federal and military chains of command. Possesses in-depth functional knowledge of the contract and its requirements and possesses excellent written and oral communications skills. Has the ability to perform and implement requirements analysis.

Education: Bachelor's degree.

Experience: Shall have twenty (20) years’ experience.

Acceptable Substitutions: Master’s Degree + fifteen (15) years’ experience.

PROGRAM MANAGER (Off-Site)

Description: Serves as the Government’s point of contact and provides supervision and guidance for all contractor personnel assigned to a specified contract. Has experience managing multiple teams of professionals with generalized and specialized expertise in business management and services. Business services include planning and management, requirements analysis and modeling, business process analysis and design, resources and facilities management, risk management and other services. Provides consulting and executive support to enterprise-wide or national level programs and personnel. Provides executive knowledge and insight, management experience and/or subject-matter expertise; performs analyses and
develops recommendations that may have substantial impact on major programs and activities. Has significant experience in briefing upper management and/or upper echelons of federal and military chains of command. Possesses in-depth functional knowledge of the contract and its requirements and possesses excellent written and oral communications skills. Has the ability to perform and implement requirements analysis.

**Education:** Bachelor's degree.

**Experience:** Shall have twenty (20) years’ experience.

**Acceptable Substitutions:** Master’s Degree + fifteen (15) years’ experience.

**PROGRAMMER I (On-Site)**

**Description:** Creates, modifies, and tests the code, forms, and scripts that allow computer applications to run. Works from specifications drawn up by software developers or other individuals. Analyzes user needs in designing software solutions. Develops and writes computer programs to store, locate, and retrieve specific documents, data, and information.

**Education:** Bachelor's degree.

**Experience:** Shall have three (3) years’ experience.

**Acceptable Substitutions:** High School Diploma + seven (7) years’ experience or Associate’s Degree + five (5) years’ experience or Master’s Degree + one (1) years’ experience.

**PROGRAMMER I (Off-Site)**

**Description:** Creates, modifies, and tests the code, forms, and scripts that allow computer applications to run. Works from specifications drawn up by software developers or other individuals. Analyzes user needs in designing software solutions. Develops and writes computer programs to store, locate, and retrieve specific documents, data, and information.

**Education:** Bachelor's degree.

**Experience:** Shall have three (3) years’ experience.

**Acceptable Substitutions:** High School Diploma + seven (7) years’ experience or Associate’s Degree + five (5) years’ experience or Master’s Degree + one (1) years’ experience.

**PROGRAMMER II (On-Site)**

**Description:** Creates, modifies, and tests the code, forms, and scripts that allow computer applications to run. Works from specifications drawn up by software developers or other individuals. Analyzes user needs in designing software solutions. Develops and writes computer programs to store, locate, and retrieve specific documents, data, and information.

**Education:** Bachelor's degree.

**Experience:** Shall have six (6) years’ experience.

**Acceptable Substitutions:** High School Diploma + ten (10) years’ experience or Associate’s Degree + eight (8) years’ experience or Master’s Degree + four (4) years’ experience.
**PROGRAMMER II (Off-Site)**

**Description:** Creates, modifies, and tests the code, forms, and scripts that allow computer applications to run. Works from specifications drawn up by software developers or other individuals. Analyzes user needs in designing software solutions. Develops and writes computer programs to store, locate, and retrieve specific documents, data, and information.

**Education:** Bachelor's degree.

**Experience:** Shall have six (6) years’ experience.

**Acceptable Substitutions:** High School Diploma + ten (10) years’ experience or Associate’s Degree + eight (8) years’ experience or Master’s Degree + four (4) years’ experience.

**PROGRAMMER III (On-Site)**

**Description:** Creates, modifies, and tests the code, forms, and scripts that allow computer applications to run. Works from specifications drawn up by software developers or other individuals. Analyzes user needs in designing software solutions. Develops and writes computer programs to store, locate, and retrieve specific documents, data, and information.

**Education:** Bachelor's degree.

**Experience:** Shall have eight (8) years’ experience.

**Acceptable Substitutions:** High School Diploma + twelve (12) years’ experience or Associate’s Degree + ten (10) years’ experience or Master’s Degree + six (6) years’ experience.

**PROGRAMMER III (Off-Site)**

**Description:** Creates, modifies, and tests the code, forms, and scripts that allow computer applications to run. Works from specifications drawn up by software developers or other individuals. Analyzes user needs in designing software solutions. Develops and writes computer programs to store, locate, and retrieve specific documents, data, and information.

**Education:** Bachelor's degree.

**Experience:** Shall have eight (8) years’ experience.

**Acceptable Substitutions:** High School Diploma + twelve (12) years’ experience or Associate’s Degree + ten (10) years’ experience or Master’s Degree + six (6) years’ experience.

**PROJECT MANAGER I (On-Site)**

**Description:** Responsible for managing the implementation of projects or programs. Plans, coordinates, and manages the actions taken by an organization to acquire and execute a specific piece of business, either competitively or non-competitively. Integrates all functions and activities necessary to perform the project/program to meet the client or customer requirements. Plans and implements actions by the program/project team to define and implement technical baseline and meet quality requirements for project/program products and services. Directs project/program team personnel, manages cost and schedule, ensures contract compliance, and serves as program interface. Responsibilities include planning, organizing, directing, and tracking all aspects of the project/program, including technology, schedule, cost,
contract, and customer satisfaction. Interfaces with task and functional leaders, subcontractors, support personnel, customer, and upper management. Responsible for managing small to moderate risk project/program with responsibility for managing many tasks or functions of a single project/program.

**Education:** Bachelor's degree.

**Experience:** Shall have five (5) years’ experience.

**Acceptable Substitutions:** Associate’s Degree + seven (7) years’ experience or Master’s Degree + three (3) years’ experience.

**PROJECT MANAGER I (Off-Site)**

**Description:** Responsible for managing the implementation of projects or programs. Plans, coordinates, and manages the actions taken by an organization to acquire and execute a specific piece of business, either competitively or non-competitively. Integrates all functions and activities necessary to perform the project/program to meet the client or customer requirements. Plans and implements actions by the program/project team to define and implement technical baseline and meet quality requirements for project/program products and services. Directs project/program team personnel, manages cost and schedule, ensures contract compliance, and serves as program interface. Responsibilities include planning, organizing, directing, and tracking all aspects of the project/program, including technology, schedule, cost, contract, and customer satisfaction. Interfaces with task and functional leaders, subcontractors, support personnel, customer, and upper management. Responsible for managing small to moderate risk project/program with responsibility for managing many tasks or functions of a single project/program.

**Education:** Bachelor's degree.

**Experience:** Shall have five (5) years’ experience.

**Acceptable Substitutions:** Associate’s Degree + seven (7) years’ experience or Master’s Degree + three (3) years’ experience.

**PROJECT MANAGER II (On-Site)**

**Description:** Responsible for managing the implementation of projects or programs. Plans, coordinates, and manages the actions taken by an organization to acquire and execute a specific piece of business, either competitively or non-competitively. Integrates all functions and activities necessary to perform the project/program to meet the client or customer requirements. Plans and implements actions by the program/project team to define and implement technical baseline and meet quality requirements for project/program products and services. Directs project/program team personnel, manages cost and schedule, ensures contract compliance, and serves as project/program interface. Responsible for planning, organizing, directing, executing, monitoring, and controlling major aspects of the project/program, including technology, schedule, cost, contract, and customer satisfaction. Interfaces with project managers, task and functional leaders, subcontractors, support personnel, and other stakeholders. Responsible for managing a small to moderate risk project/program (composed of either a single project or a coordinated effort of multiple related projects with a common technical or customer objective).

**Education:** Bachelor's degree.

**Experience:** Shall have ten (10) years’ experience.
Acceptable Substitutions: Associate’s Degree + twelve (12) years’ experience or Master’s Degree + eight (8) years’ experience or PhD + four (4) years’ experience.

PROJECT MANAGER II (Off-Site)

Description: Responsible for managing the implementation of projects or programs. Plans, coordinates, and manages the actions taken by an organization to acquire and execute a specific piece of business, either competitively or non-competitively. Integrates all functions and activities necessary to perform the project/program to meet the client or customer requirements. Plans and implements actions by the program/project team to define and implement technical baseline and meet quality requirements for project/program products and services. Directs project/program team personnel, manages cost and schedule, ensures contract compliance, and serves as project/program interface. Responsible for planning, organizing, directing, executing, monitoring, and controlling major aspects of the project/program, including technology, schedule, cost, contract, and customer satisfaction. Interfaces with project managers, task and functional leaders, subcontractors, support personnel, and other stakeholders. Responsible for managing a small to moderate risk project/program (composed of either a single project or a coordinated effort of multiple related projects with a common technical or customer objective).

Education: Bachelor's degree.

Experience: Shall have ten (10) years’ experience.

Acceptable Substitutions: Associate’s Degree + twelve (12) years’ experience or Master’s Degree + eight (8) years’ experience or PhD + four (4) years’ experience.

QUALITY ASSURANCE ENGINEER I (On-Site)

Description: Assists with the analysis, review, test, and inspection of systems, business processes, case documentation and files, records systems, and documents in accordance with approved quality procedures and standards to identify, document, quantify, and report on errors, omissions, and inconsistencies from approved standards or applicable instructions. Follows procedures to generate statistically relevant samples for populations to be reviewed. Develops statistical process controls and improvement techniques and metrics. Prepares reports of results and recommendations for improvement and logs and tracks workload consistent with task requirements.

Education: Bachelor's degree.

Experience: Shall have three (3) years’ experience.

Acceptable Substitutions: Associate’s Degree + five (5) years’ experience or Master’s Degree + one (1) years’ experience.

QUALITY ASSURANCE ENGINEER I (Off-Site)

Description: Assists with the analysis, review, test, and inspection of systems, business processes, case documentation and files, records systems, and documents in accordance with approved quality procedures and standards to identify, document, quantify, and report on errors, omissions, and inconsistencies from approved standards or applicable instructions. Follows procedures to generate statistically relevant samples for populations to be reviewed. Develops statistical process controls and improvement techniques and
 metrics. Prepares reports of results and recommendations for improvement and logs and tracks workload consistent with task requirements.

**Education:** Bachelor's degree.

**Experience:** Shall have three (3) years’ experience.

**Acceptable Substitutions:** Associate’s Degree + five (5) years’ experience or Master’s Degree + one (1) years’ experience.

**QUALITY ASSURANCE ENGINEER II (On-Site)**

**Description:** Assists with the analysis, review, test, and inspection of systems, business processes, case documentation and files, records systems, and documents in accordance with approved quality procedures and standards to identify, document, quantify, and report on errors, omissions, and inconsistencies from approved standards or applicable instructions. Follows procedures to generate statistically relevant samples for populations to be reviewed. Develops statistical process controls and improvement techniques and metrics. Prepares reports of results and recommendations for improvement and logs and tracks workload consistent with task requirements.

**Education:** Bachelor's degree.

**Experience:** Shall have seven (7) years’ experience.

**Acceptable Substitutions:** Associate’s Degree + nine (9) years’ experience or Master’s Degree + five (5) years’ experience.

**QUALITY ASSURANCE ENGINEER II (Off-Site)**

**Description:** Assists with the analysis, review, test, and inspection of systems, business processes, case documentation and files, records systems, and documents in accordance with approved quality procedures and standards to identify, document, quantify, and report on errors, omissions, and inconsistencies from approved standards or applicable instructions. Follows procedures to generate statistically relevant samples for populations to be reviewed. Develops statistical process controls and improvement techniques and metrics. Prepares reports of results and recommendations for improvement and logs and tracks workload consistent with task requirements.

**Education:** Bachelor's degree.

**Experience:** Shall have seven (7) years’ experience.

**Acceptable Substitutions:** Associate’s Degree + nine (9) years’ experience or Master’s Degree + five (5) years’ experience.

**QUALITY ASSURANCE ENGINEER III (On-Site)**

**Description:** Assists with the analysis, review, test, and inspection of systems, business processes, case documentation and files, records systems, and documents in accordance with approved quality procedures and standards to identify, document, quantify, and report on errors, omissions, and inconsistencies from approved standards or applicable instructions. Follows procedures to generate statistically relevant samples for populations to be reviewed. Develops statistical process controls and improvement techniques and
metrics. Prepares reports of results and recommendations for improvement and logs and tracks workload consistent with task requirements.

**Education:** Bachelor's degree.

**Experience:** Shall have ten (10) years’ experience.

**Acceptable Substitutions:** Associate’s Degree + twelve (12) years’ experience or Master’s Degree + eight (8) years’ experience.

**QUALITY ASSURANCE ENGINEER III (Off-Site)**

**Description:** Assists with the analysis, review, test, and inspection of systems, business processes, case documentation and files, records systems, and documents in accordance with approved quality procedures and standards to identify, document, quantify, and report on errors, omissions, and inconsistencies from approved standards or applicable instructions. Follows procedures to generate statistically relevant samples for populations to be reviewed. Develops statistical process controls and improvement techniques and metrics. Prepares reports of results and recommendations for improvement and logs and tracks workload consistent with task requirements.

**Education:** Bachelor's degree.

**Experience:** Shall have ten (10) years’ experience.

**Acceptable Substitutions:** Associate’s Degree + twelve (12) years’ experience or Master’s Degree + eight (8) years’ experience.

**RECORDS MANAGER (On-Site)**

**Description:** Develops and maintains policies and standards to ensure records management program complies with all applicable federal laws and agency regulations. Develops, supports, and tracks efforts to assist the successful transition from hardcopy files to a compliant electronic records management environment. Supports the records management stakeholders with operational and programmatic activities. Supports all audits from and collaborates with associated offices to implement recommendations from past audits. Develops and conducts records management training to educate staff about the importance of records management and their responsibilities. Conducts and tracks internal records management briefing materials. Coordinates records and complies with records management instructions, records retention/disposal guidance, and annual inspection of file plans/records. Addresses security requirements and procedures for properly handling and storing/archiving sensitive materials. Researches and monitors current trends, best practices, and developments in the records management industry. Demonstrates proficiency in full life cycle records management, file plan creation and maintenance, applying records disposition schedules, and e-mail management. Recommends strategies and participates in agency planning, goal setting, and development of policies. Ensures records creation, maintenance, use, and disposition are in accordance with federal guidelines. Conducts assessments of records reviews to meet and/or exceed required minimum number of evaluations to ensure office compliance. Identifies and determines legacy records for retirement or transfer. Conduct records inventories of electronic information systems/databases for disposition scheduling. Provides recommendations on records formats, uniform naming conventions, and storage methods.
**Education:** Bachelor’s Degree.

**Experience:** Shall have five (5) years’ experience.

**Acceptable Substitutions:** Associate’s Degree + seven (7) years’ experience or Master’s Degree + three (3) years’ experience.

**RECORDS MANAGER (Off-Site)**

**Description:** Develops and maintains policies and standards to ensure records management program complies with all applicable federal laws and agency regulations. Develops, supports, and tracks efforts to assist the successful transition from hardcopy files to a compliant electronic records management environment. Supports the records management stakeholders with operational and programmatic activities. Supports all audits from and collaborates with associated offices to implement recommendations from past audits. Develops and conducts records management training to educate staff about the importance of records management and their responsibilities. Conducts and tracks internal records management briefing materials. Coordinates records and complies with records management instructions, records retention/disposal guidance, and annual inspection of file plans/records. Addresses security requirements and procedures for properly handling and storing/archiving sensitive materials. Researches and monitors current trends, best practices, and developments in the records management industry. Demonstrates proficiency in full life cycle records management, file plan creation and maintenance, applying records disposition schedules, and e-mail management. Recommends strategies and participates in agency planning, goal setting, and development of policies. Ensures records creation, maintenance, use, and disposition are in accordance with federal guidelines. Conducts assessments of records reviews to meet and/or exceed required minimum number of evaluations to ensure office compliance. Identifies and determines legacy records for retirement or transfer. Conduct records inventories of electronic information systems/databases for disposition scheduling. Provides recommendations on records formats, uniform naming conventions, and storage methods.

**Education:** Bachelor’s Degree.

**Experience:** Shall have five (5) years’ experience.

**Acceptable Substitutions:** Associate’s Degree + seven (7) years’ experience or Master’s Degree + three (3) years’ experience.

**SECRETARY I (On-Site)**

**Description:** Arranges and prepares office and general correspondences, and technical and business reports, etc., using specialized equipment such as typewriter, word processing equipment, etc. Maintains office and general files on a variety of materials. Maintains logs and posts data to records. Prepares routine reports. Performs other related duties: answer phones, procures office supplies, sorts, and distributes mail duplicates material, take dictation, composes and type correspondence for supervisor approval, gather tabulate and manipulate data, coordinate travel, screen calls and visitors, review outgoing mail, interfaces with corporate personnel and ensure information is correct and submitted on time.

**Education:** High School Diploma.

**Experience:** Shall have two (2) years’ experience.
Acceptable Substitutions: Associate’s Degree.

SECRETARY I (Off-Site)

Description: Arranges and prepares office and general correspondences, and technical and business reports, etc., using specialized equipment such as typewriter, word processing equipment, etc. Maintains office and general files on a variety of materials. Maintains logs and posts data to records. Prepares routine reports. Performs other related duties: answer phones, procures office supplies, sorts, and distributes mail duplicates material, take dictation, composes and type correspondence for supervisor approval, gather tabulate and manipulate data, coordinate travel, screen calls and visitors, review outgoing mail, interfaces with corporate personnel and ensure information is correct and submitted on time.

Education: High School Diploma.

Experience: Shall have two (2) years’ experience.

Acceptable Substitutions: Associate’s Degree.

SECRETARY II (On-Site)

Description: Provides principal secretarial support in an office, usually to one individual, and, in some cases, to the subordinate staff of that individual. The Secretary maintains a close and highly responsive relationship to the day-to-day activities of the supervisor and staff, works independently receiving a minimum of detailed supervision and guidance, and performs various clerical and secretarial duties requiring knowledge of office routine and an understanding of the organization, programs, and procedures related to the work of the office. Computers may exist in the environment, requiring working knowledge of certain office software programs. Handles differing situations, problems, and deviations in the work of the office according to the supervisor's general instructions, priorities, duties, policies, and program goals. Screens telephone calls, visitors, and incoming correspondence, responds to requests for information concerning office procedures, determines which requests should be handled by the supervisor, appropriate staff member or other offices, and prepares and signs routine non-technical correspondence in own or supervisor's name. Schedules tentative appointments without prior clearance. Makes arrangements for conferences and meetings and assemble established background materials as directed. May attend meetings and record and report on the proceedings. Reviews outgoing materials and correspondence for internal consistency and conformance with supervisor's procedures. Collects information from the files or staff for routine inquiries on office program(s) or periodic reports and refers non-routine requests to supervisor or staff. Explains office procedures and administrative forms for the office and forwards for processing.

Education: High School Diploma.

Experience: Shall have four (4) years’ experience.

Acceptable Substitutions: Associate's Degree + two (2) years’ experience or Bachelor’s Degree.

SECRETARY II (Off-Site)

Description: Provides principal secretarial support in an office, usually to one individual, and, in some cases, to the subordinate staff of that individual. The Secretary maintains a close and highly responsive relationship to the day-to-day activities of the supervisor and staff, works independently receiving a minimum of detailed supervision and guidance, and performs various clerical and secretarial duties
requiring knowledge of office routine and an understanding of the organization, programs, and procedures related to the work of the office. Computers may exist in the environment, requiring working knowledge of certain office software programs. Handles differing situations, problems, and deviations in the work of the office according to the supervisor's general instructions, priorities, duties, policies, and program goals. Screens telephone calls, visitors, and incoming correspondence, responds to requests for information concerning office procedures, determines which requests should be handled by the supervisor, appropriate staff member or other offices, and prepares and signs routine non-technical correspondence in own or supervisor's name. Schedules tentative appointments without prior clearance. Makes arrangements for conferences and meetings and assemble established background materials as directed. May attend meetings and record and report on the proceedings. Reviews outgoing materials and correspondence for internal consistency and conformance with supervisor's procedures. Collects information from the files or staff for routine inquiries on office program(s) or periodic reports and refers non-routine requests to supervisor or staff. Explains office procedures and administrative forms for the office and forwards for processing.

**Education:** High School Diploma.

**Experience:** Shall have four (4) years’ experience.

**Acceptable Substitutions:** Associate’s Degree + two (2) years’ experience or Bachelor’s Degree.

**SECRETARY III (On-Site)**

**Description:** Provides principal secretarial support in an office, usually to one individual, and, in some cases, to the subordinate staff of that individual. The Secretary maintains a close and highly responsive relationship to the day-to-day activities of the supervisor and staff, works independently receiving a minimum of detailed supervision and guidance, and performs various clerical and secretarial duties requiring knowledge of office routine and an understanding of the organization, programs, and procedures related to the work of the office. Computers may exist in the environment, requiring working knowledge of certain office software programs. Handles differing situations, problems, and deviations in the work of the office according to the supervisor's general instructions, priorities, duties, policies, and program goals. Screens telephone calls, visitors, and incoming correspondence, responds to requests for information concerning office procedures, determines which requests should be handled by the supervisor, appropriate staff member or other offices, and prepares and signs routine non-technical correspondence in own or supervisor's name. Schedules tentative appointments without prior clearance. Makes arrangements for conferences and meetings and assemble established background materials as directed. May attend meetings and record and report on the proceedings. Reviews outgoing materials and correspondence for internal consistency and conformance with supervisor's procedures. Collects information from the files or staff for routine inquiries on office program(s) or periodic reports and refers non-routine requests to supervisor or staff. Explains office procedures and administrative forms for the office and forwards for processing.

**Education:** High School Diploma.

**Experience:** Shall have six (6) years’ experience.

**Acceptable Substitutions:** Associate’s Degree + four (4) years’ experience or Bachelor’s Degree + two (2) years’ experience.
SECRETARY III (Off-Site)

**Description:** Provides principal secretarial support in an office, usually to one individual, and, in some cases, to the subordinate staff of that individual. The Secretary maintains a close and highly responsive relationship to the day-to-day activities of the supervisor and staff, works independently receiving a minimum of detailed supervision and guidance, and performs various clerical and secretarial duties requiring knowledge of office routine and an understanding of the organization, programs, and procedures related to the work of the office. Computers may exist in the environment, requiring working knowledge of certain office software programs. Handles differing situations, problems, and deviations in the work of the office according to the supervisor's general instructions, priorities, duties, policies, and program goals. Screens telephone calls, visitors, and incoming correspondence, responds to requests for information concerning office procedures, determines which requests should be handled by the supervisor, appropriate staff member or other offices, and prepares and signs routine non-technical correspondence in own or supervisor's name. Schedules tentative appointments without prior clearance. Makes arrangements for conferences and meetings and assemble established background materials as directed. May attend meetings and record and report on the proceedings. Reviews outgoing materials and correspondence for internal consistency and conformance with supervisor's procedures. Collects information from the files or staff for routine inquiries on office program(s) or periodic reports and refers non-routine requests to supervisor or staff. Explains office procedures and administrative forms for the office and forwards for processing.

**Education:** High School Diploma.

**Experience:** Shall have six (6) years’ experience.

**Acceptable Substitutions:** Associate’s Degree + four (4) years’ experience or Bachelor’s Degree + two (2) years’ experience.

SYSTEMS ANALYST I (On-Site)

**Description:** Applies logical analyses or test and evaluation on all programs within the contractual Scope. Performs comprehensive analysis of hardware/software concepts, designs, and test requirements. Reviews, analyzes, integrates, and conducts test and evaluation of Contractor- or Government-generated source data and develops interim documentation. Performs system concept formulation, system design analysis, and subsystems design analysis. Is responsible for segments or phases or broader, more complex projects.

**Education:** Bachelor's degree.

**Experience:** Shall have three (3) years’ experience.

**Acceptable Substitutions:** Associate’s Degree + five (5) years’ experience or Master’s Degree + one (1) years’ experience.

SYSTEMS ANALYST I (Off-Site)

**Description:** Applies logical analyses or test and evaluation on all programs within the contractual Scope. Performs comprehensive analysis of hardware/software concepts, designs, and test requirements. Reviews, analyzes, integrates, and conducts test and evaluation of Contractor- or Government-generated source data and develops interim documentation. Performs system concept formulation, system design analysis, and subsystems design analysis. Is responsible for segments or phases or broader, more complex projects.
Education: Bachelor's degree.

Experience: Shall have three (3) years’ experience.

Acceptable Substitutions: Associate’s Degree + five (5) years’ experience or Bachelor’s Degree + one (1) years’ experience.

**SYSTEMS ANALYST II (On-Site)**

**Description**: Applies logical analyses or test and evaluation on all programs within the contractual Scope. Performs comprehensive analysis of hardware/software concepts, designs, and test requirements. Reviews, analyzes, integrates, and conducts test and evaluation of Contractor- or Government-generated source data and develops interim documentation. Performs system concept formulation, system design analysis, and subsystems design analysis. Is responsible for segments or phases or broader, more complex projects.

Education: Bachelor's degree.

Experience: Shall have seven (7) years’ experience.

Acceptable Substitutions: Associate's Degree + nine (9) years’ experience or Master’s Degree + five (5) years’ experience.

**SYSTEMS ANALYST II (Off-Site)**

**Description**: Applies logical analyses or test and evaluation on all programs within the contractual Scope. Performs comprehensive analysis of hardware/software concepts, designs, and test requirements. Reviews, analyzes, integrates, and conducts test and evaluation of Contractor- or Government-generated source data and develops interim documentation. Performs system concept formulation, system design analysis, and subsystems design analysis. Is responsible for segments or phases or broader, more complex projects.

Education: Bachelor's degree.

Experience: Shall have seven (7) years’ experience.

Acceptable Substitutions: Associate’s Degree + nine (9) years’ experience or Master’s Degree + five (5) years’ experience.

**SYSTEMS ANALYST III (On-Site)**

**Description**: Applies logical analyses or test and evaluation on all programs within the contractual Scope. Performs comprehensive analysis of hardware/software concepts, designs, and test requirements. Reviews, analyzes, integrates, and conducts test and evaluation of Contractor- or Government-generated source data and develops interim documentation. Performs system concept formulation, system design analysis, and subsystems design analysis. Is responsible for segments or phases or broader, more complex projects.

Education: Bachelor's degree.

Experience: Shall have ten (10) years’ experience.

Acceptable Substitutions: Associate’s Degree + twelve (12) years’ experience or Master’s Degree + eight (8) years’ experience.
SYSTEMS ANALYST III (Off-Site)

**Description:** Applies logical analyses or test and evaluation on all programs within the contractual Scope. Performs comprehensive analysis of hardware/software concepts, designs, and test requirements. Reviews, analyzes, integrates, and conducts test and evaluation of Contractor- or Government-generated source data and develops interim documentation. Performs system concept formulation, system design analysis, and subsystems design analysis. Is responsible for segments or phases or broader, more complex projects.

**Education:** Bachelor's degree.

**Experience:** Shall have ten (10) years’ experience.

**Acceptable Substitutions:** Associate’s Degree + twelve (12) years’ experience or Master’s Degree + eight (8) years’ experience.

TECHNICAL ADVISOR I (On-Site)

**Description:** Responsible for providing support to engineers on technical projects and/or products. Works under supervision to perform a variety of engineering tasks that are broad in nature and are concerned with design and implementation, including support facilities and/or equipment. Supports the planning and performance of engineering and customer specifications. Supports the technical/engineering activities related to the development and integration of testing a project assigned to higher-level engineers. Assists in collecting and organizing information required for preparation of user's manuals, training materials, installation guides, proposals and other reports and deliverables. Under general supervision, performs standard scientific and engineering studies for less complex work. Works on problems of moderate scope where analysis of situations or data requires a review of identifiable factors. Exercises independent judgment within defined procedures and practices to determine appropriate approach.

**Education:** Bachelor's degree.

**Experience:** Shall have five (5) years’ experience.

**Acceptable Substitutions:** Associate’s Degree + seven (7) years’ experience or Master’s Degree + three (3) years’ experience.

TECHNICAL ADVISOR I (Off-Site)

**Description:** Responsible for providing support to engineers on technical projects and/or products. Works under supervision to perform a variety of engineering tasks that are broad in nature and are concerned with design and implementation, including support facilities and/or equipment. Supports the planning and performance of engineering and customer specifications. Supports the technical/engineering activities related to the development and integration of testing a project assigned to higher-level engineers. Assists in collecting and organizing information required for preparation of user's manuals, training materials, installation guides, proposals and other reports and deliverables. Under general supervision, performs standard scientific and engineering studies for less complex work. Works on problems of moderate scope where analysis of situations or data requires a review of identifiable factors. Exercises independent judgment within defined procedures and practices to determine appropriate approach.

**Education:** Bachelor's degree.

**Experience:** Shall have five (5) years’ experience.
Acceptable Substitutions: Associate’s Degree + seven (7) years’ experience or Master’s Degree + three (3) years’ experience.

**TECHNICAL ADVISOR II (On-Site)**

**Description:** Responsible for providing support to engineers on technical projects and/or products. Works under supervision to perform a variety of engineering tasks that are broad in nature and are concerned with design and implementation, including support facilities and/or equipment. Supports the planning and performance of engineering and customer specifications. Supports the technical/engineering activities related to the development and integration of testing a project assigned to higher-level engineers. Assists in collecting and organizing information required for preparation of user's manuals, training materials, installation guides, proposals and other reports and deliverables. Works on problems of diverse scope where analysis of situation or data requires evaluation of identifiable factors. Exercises independent judgment within generally defined practices and policies in selecting methods and techniques for obtaining solutions.

**Education:** Bachelor's degree.

**Experience:** Shall have eight (8) years’ experience.

**Acceptable Substitutions:** Associate’s Degree + ten (10) years’ experience or Master’s Degree + six (6) years’ experience.

**TECHNICAL ADVISOR II (Off-Site)**

**Description:** Responsible for providing support to engineers on technical projects and/or products. Works under supervision to perform a variety of engineering tasks that are broad in nature and are concerned with design and implementation, including support facilities and/or equipment. Supports the planning and performance of engineering and customer specifications. Supports the technical/engineering activities related to the development and integration of testing a project assigned to higher-level engineers. Assists in collecting and organizing information required for preparation of user's manuals, training materials, installation guides, proposals and other reports and deliverables. Works on problems of diverse scope where analysis of situation or data requires evaluation of identifiable factors. Exercises independent judgment within generally defined practices and policies in selecting methods and techniques for obtaining solutions.

**Education:** Bachelor's degree.

**Experience:** Shall have eight (8) years’ experience.

**Acceptable Substitutions:** Associate’s Degree + ten (10) years’ experience or Master’s Degree + six (6) years’ experience.

**TECHNICAL ADVISOR III (On-Site)**

**Description:** Responsible for providing support to engineers on technical projects and/or products. Works under supervision to perform a variety of engineering tasks that are broad in nature and are concerned with design and implementation, including support facilities and/or equipment. Supports the planning and performance of engineering and customer specifications. Supports the technical/engineering activities related to the development and integration of testing a project assigned to higher-level engineers. Assists in collecting and organizing information required for preparation of user's manuals, training materials, installation guides, proposals and other reports and deliverables. Works on problems of diverse scope where
analysis of situation or data requires review of identifiable factors. Exercises judgment within defined
procedure and policies to determine appropriate action. Acts as advisor to unit or sub-unit, becomes actively
involved as required to meet schedules or resolve problems. Plans and conducts work using independent
judgment in evaluating, selecting, and adapting standard scientific and engineering practice.

**Education:** Master's degree.

**Experience:** Shall have twelve (12) years’ experience.

**Acceptable Substitutions:** Associate’s Degree + fourteen (14) years’ experience or Master’s Degree + ten
(10) years’ experience.

**TECHNICAL ADVISOR III (Off-Site)**

**Description:** Responsible for providing support to engineers on technical projects and/or products. Works
under supervision to perform a variety of engineering tasks that are broad in nature and are concerned with
design and implementation, including support facilities and/or equipment. Supports the planning and
performance of engineering and customer specifications. Supports the technical/engineering activities
related to the development and integration of testing a project assigned to higher-level engineers. Assists in
collecting and organizing information required for preparation of user's manuals, training materials,
installation guides, proposals and other reports and deliverables. Works on problems of diverse scope where
analysis of situation or data requires review of identifiable factors. Exercises judgment within defined
procedure and policies to determine appropriate action. Acts as advisor to unit or sub-unit, becomes actively
involved as required to meet schedules or resolve problems. Plans and conducts work using independent
judgment in evaluating, selecting, and adapting standard scientific and engineering practice.

**Education:** Bachelor's degree.

**Experience:** Shall have twelve (12) years’ experience.

**Acceptable Substitutions:** Associate’s Degree + fourteen (14) years’ experience or Master’s Degree + ten
(10) years’ experience.

**TECHNICAL WRITER (On-Site)**

**Description:** Writes, coordinates, prepares, proofreads, and edits publications including operator manuals,
reports, letters, articles, etc. Utilizes state of the art desktop publishing in conjunction with work efforts.
Requires experience working with professional, management, and sponsoring personnel to determine
communications needs, requirements, and suggested changes. Monitors status of documents from rough
draft to final copy and maintains and updates resource libraries. Schedules and develops resource
requirements to meet review milestones, verification, and delivery. Performs as a working group member
on a project team.

**Education:** Bachelor's degree.

**Experience:** Shall have five (5) years’ experience.

**Acceptable Substitutions:** Associate’s Degree + seven (7) years’ experience or Master’s Degree + three
(3) years’ experience.
TECHNICAL WRITER (Off-Site)

**Description:** Writes, coordinates, prepares, proofreads, and edits publications including operator manuals, reports, letters, articles, etc. Utilizes state of the art desktop publishing in conjunction with work efforts. Requires experience working with professional, management, and sponsoring personnel to determine communications needs, requirements, and suggested changes. Monitors status of documents from rough draft to final copy and maintains and updates resource libraries. Schedules and develops resource requirements to meet review milestones, verification, and delivery. Performs as a working group member on a project team.

**Education:** Bachelor's degree.

**Experience:** Shall have five (5) years’ experience.

**Acceptable Substitutions:** Associate’s Degree + seven (7) years’ experience or Master’s Degree + three (3) years’ experience.

WEB ADMINISTRATOR I (On-Site)

**Description:** Responsible for the maintenance of web pages. Duties may include reformatting of text, assuring hyperlink integrity, file transfer, and translation and posing of new material to the page involving HTML scripting. Addresses somewhat complex technical issues/problems using best practice and through collaboration with colleagues. Develops solutions to technical problems that require depth of technical knowledge but are typically limited in complexity. Communicates with colleagues across multiple areas (project managers, other technical resources, etc.). Explains technical solutions, practices, and procedures to others within the organization.

**Education:** Bachelor's degree.

**Experience:** Shall have three (3) years’ experience.

**Acceptable Substitutions:** Associate’s Degree + five (5) years’ experience or Master’s Degree + one (1) years’ experience.

WEB ADMINISTRATOR I (Off-Site)

**Description:** Responsible for the maintenance of web pages. Duties may include reformatting of text, assuring hyperlink integrity, file transfer, and translation and posing of new material to the page involving HTML scripting. Addresses somewhat complex technical issues/problems using best practice and through collaboration with colleagues. Develops solutions to technical problems that require depth of technical knowledge but are typically limited in complexity. Communicates with colleagues across multiple areas (project managers, other technical resources, etc.). Explains technical solutions, practices, and procedures to others within the organization.

**Education:** Bachelor's degree.

**Experience:** Shall have three (3) years’ experience.

**Acceptable Substitutions:** Associate’s Degree + five (5) years’ experience or Master’s Degree + one (1) years’ experience.
WEB ADMINISTRATOR II (On-Site)

**Description:** Responsible for the maintenance of web pages. Duties may include reformatting of text, assuring hyperlink integrity, file transfer, and translation and posing of new material to the page involving HTML scripting. Develops technical solutions that require collaboration with experts, deep analyses and understanding of impact on end-product/solution. Develops solutions to technical problems and issues that are unclear and require deep technical knowledge. Communicates with and client project team members. Works to influence team members regarding solution design, process and/or approaches.

**Education:** Bachelor's degree.

**Experience:** Shall have seven (7) years’ experience.

**Acceptable Substitutions:** Associate's Degree + nine (9) years’ experience or Master’s Degree + five (5) years’ experience.

WEB ADMINISTRATOR II (Off-Site)

**Description:** Responsible for the maintenance of web pages. Duties may include reformatting of text, assuring hyperlink integrity, file transfer, and translation and posing of new material to the page involving HTML scripting. Develops technical solutions that require collaboration with experts, deep analyses and understanding of impact on end-product/solution. Develops solutions to technical problems and issues that are unclear and require deep technical knowledge. Communicates with and client project team members. Works to influence team members regarding solution design, process and/or approaches.

**Education:** Bachelor's degree.

**Experience:** Shall have seven (7) years’ experience.

**Acceptable Substitutions:** Associate's Degree + nine (9) years’ experience or Master’s Degree + five (5) years’ experience.

WEB DEVELOPER I (On-Site)

**Description:** Responsible for designing, building, and testing aesthetic, functional and user-friendly websites, and other digital assets. Contributes to the development of digital strategies and plans for website updates and improvements. Performs day-to-day maintenance and content updates for websites, micro sites, and other web assets. Designs, develops, and modifies graphics for website use.

**Education:** Bachelor's degree.

**Experience:** Shall have three (3) years’ experience.

**Acceptable Substitutions:** Associate’s Degree + five (5) years’ experience or Master’s Degree + one (1) years’ experience.

WEB DEVELOPER I (Off-Site)

**Description:** Responsible for designing, building, and testing aesthetic, functional and user-friendly websites, and other digital assets. Contributes to the development of digital strategies and plans for website updates and improvements. Performs day-to-day maintenance and content updates for websites, micro sites, and other web assets. Designs, develops, and modifies graphics for website use.
Education: Bachelor's degree.

Experience: Shall have three (3) years’ experience.

Acceptable Substitutions: Associate’s Degree + five (5) years’ experience or Master’s Degree + one (1) years’ experience.

WEB DEVELOPER II (On-Site)
Description: Responsible for designing, building, and testing aesthetic, functional and user-friendly websites, and other digital assets. Contributes to the development of digital strategies and plans for website updates and improvements. Performs day-to-day maintenance and content updates for websites, micro sites, and other web assets. Designs, develops, and modifies graphics for website use.

Education: Bachelor's degree.

Experience: Shall have seven (7) years’ experience.

Acceptable Substitutions: Associate’s Degree + nine (9) years’ experience or Master’s Degree + five (5) years’ experience.

WEB DEVELOPER II (Off-Site)
Description: Responsible for designing, building, and testing aesthetic, functional and user-friendly websites, and other digital assets. Contributes to the development of digital strategies and plans for website updates and improvements. Performs day-to-day maintenance and content updates for websites, micro sites, and other web assets. Designs, develops, and modifies graphics for website use.

Education: Bachelor's degree.

Experience: Shall have seven (7) years’ experience.

Acceptable Substitutions: Associate’s Degree + nine (9) years’ experience or Master’s Degree + five (5) years’ experience.
SERVICE CONTRACT LABOR STANDARDS

Cambio Consulting Group, LLC confirms the Service Contract Labor Standards (SCLS), formerly the Service Contract Act (SCA), is applicable to this contract as it applies to the entire MAS and all services provided and includes SCLS applicable labor categories. The prices for the cited SCLS labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS matrix below. The prices proposed are in line with the geographic scope of the contract.

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## LABOR CATEGORY PRICING

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## MAS (Multiple Award Schedule) Contract

**Period:** 06/03/2022 – 06/02/2027

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### MAS (Multiple Award Schedule) Contract

**Period:** 06/03/2022 – 06/02/2027

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