GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICES
AUTHORIZED FEDERAL SUPPLY SCHEDULE CATALOG & PRICE LIST

Multiple Award Schedule (MAS), Federal Supply Schedule
Information Technology (IT) Professional Services

Size: Small Business (SB)
Classifications: SBA certified 8(a) and SBA Certified Small Disadvantaged Business (SDB); Economically Disadvantaged Women-Owned Small Business (EDWOSB); Women Owned Small Business (WOSB)
Contract Number(s): GS-35F-244HA and/or 47QTCA18D0078
Start Date: 03/01/2018 End Date: 02/28/2023

Primary contact: Urvashi Malhotra
1530 Wilson Boulevard, Suite 700, Rosslyn, Virginia 22209
703.348.9669 x104 | contracts@changeis.com | www.changeis.com

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage®, a menu-driven database system. The Internet address for GSA Advantage!® is http://www.gsaadvantage.gov. For more information on ordering from Federal Supply Schedules click on the FAS Schedules button at http://www.gsa.gov.
# Table of Contents

1.0 INFORMATION FOR ORDERING ACTIVITIES ............................................. 3
2.0 ABOUT CHANGEIS, INC. ...................................................................... 6
3.0 LABOR CATEGORIES ........................................................................... 7

<table>
<thead>
<tr>
<th>Position</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>IT PROGRAM MANAGER</td>
<td>7</td>
</tr>
<tr>
<td>IT TECHNICAL PROJECT MANAGER</td>
<td>7</td>
</tr>
<tr>
<td>IT ANALYST IV</td>
<td>8</td>
</tr>
<tr>
<td>IT ANALYST III</td>
<td>8</td>
</tr>
<tr>
<td>IT ANALYST II</td>
<td>9</td>
</tr>
<tr>
<td>IT ANALYST I</td>
<td>10</td>
</tr>
<tr>
<td>SYSTEMS ENGINEER V</td>
<td>10</td>
</tr>
<tr>
<td>SYSTEMS ENGINEER IV</td>
<td>11</td>
</tr>
<tr>
<td>SYSTEMS ENGINEER III</td>
<td>11</td>
</tr>
<tr>
<td>SYSTEMS ENGINEER II</td>
<td>12</td>
</tr>
<tr>
<td>SYSTEMS ENGINEER I</td>
<td>12</td>
</tr>
<tr>
<td>Technical Writer III</td>
<td>13</td>
</tr>
<tr>
<td>Technical Writer II</td>
<td>13</td>
</tr>
<tr>
<td>Technical Writer I</td>
<td>14</td>
</tr>
<tr>
<td>Test Engineer II</td>
<td>15</td>
</tr>
<tr>
<td>Test Engineer I</td>
<td>15</td>
</tr>
<tr>
<td>Software Engineer III</td>
<td>15</td>
</tr>
<tr>
<td>Software Engineer II</td>
<td>16</td>
</tr>
<tr>
<td>Software Engineer I</td>
<td>17</td>
</tr>
</tbody>
</table>

4.0 PRICING ......................................................................................... 18
# 1.0 Information for Ordering Activities

<table>
<thead>
<tr>
<th>1a. Table of Awarded Special Item Number(s)</th>
<th>SIN</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>54151S</td>
<td>Information Technology Professional Services</td>
</tr>
</tbody>
</table>

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

1c. Hourly Rates

<table>
<thead>
<tr>
<th>2. Maximum Order</th>
<th>$500,000.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. Minimum Order</td>
<td>$100.00</td>
</tr>
</tbody>
</table>

4. Geographic Coverage (delivery Area)

| V-48 States, Washington DC |

5. Point(s) of production

| N/A |

6. Discount from list prices or statement of net price

| Negotiated discount has been applied and the IFF has been added to Services Rates found in 27. |

7. Quantity discounts – SIN 54151S

| 1.25% > $5,000.00 |

8. Prompt payment terms

| 1.75% Net 10, 0% Net 30 |

9a. Government purchase cards are accepted up to the micropurchase threshold

| Yes |

9b. Government purchase cards are accepted above the micropurchase threshold

| Yes |

10. Foreign items (list items by country of origin)

| N/A |

11a. Time of Delivery (Contractor insert number of days)

| As agreed upon by the contractor and the Agency, or 30 days |

11b. Expedited Delivery

| N/A |

---

1 NOTE TO ORDERING ACTIVITIES: *If the best value selection places your order over the Maximum Order identified in this catalog/pricelist, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contactor for a better price. The contractor may (1) offer a new price for this requirement (2) offer the lowest price available under this contract or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the schedule contract in accordance with FAR 8.404. *
<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>11c. Overnight and 2-day delivery</strong></td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td><strong>11d. Urgent Requirements</strong></td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td><strong>12. F.O.B Points(s)</strong></td>
<td>Destination</td>
<td></td>
</tr>
<tr>
<td><strong>13a. Ordering Address</strong></td>
<td>Same as company address</td>
<td></td>
</tr>
<tr>
<td><strong>13b. Ordering procedures</strong></td>
<td>Ordering activities shall use the ordering procedures described in Federal Acquisition Regulation 8.405-3 when placing an order or establishing a BPA for supplies or services. The ordering procedures, information on Blanket Purchase Agreements (BPA’s) and a sample BPA can be found at the GSA/FSS Schedule Homepage (<a href="http://fss.gsa.gov/schedules">fss.gsa.gov/schedules</a>).</td>
<td></td>
</tr>
<tr>
<td><strong>14. Payment address</strong></td>
<td>Same as company address</td>
<td></td>
</tr>
<tr>
<td><strong>15. Warranty provision</strong></td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td><strong>16. Export Packing Charges (if applicable)</strong></td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td><strong>17. Terms and conditions of Government purchase card acceptance</strong></td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td><strong>18. Terms and conditions of rental, maintenance, and repair</strong></td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td><strong>19. Terms and conditions of installation (if applicable)</strong></td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td><strong>20. Terms and conditions of repair parts</strong></td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td><strong>20a. Terms and conditions for any other services (if applicable)</strong></td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td><strong>21. List of service and distribution points (if applicable)</strong></td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td><strong>22. List of participating dealers (if applicable)</strong></td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td><strong>23. Preventive maintenance (if applicable)</strong></td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td><strong>24a. Special attributes such as environmental attributes</strong></td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Section</td>
<td>Description</td>
<td>Value</td>
</tr>
<tr>
<td>---------</td>
<td>-----------------------------------------------------------------------------</td>
<td>------------------------------------------</td>
</tr>
<tr>
<td>24b</td>
<td>Section 508 Compliance</td>
<td>N/A</td>
</tr>
<tr>
<td>25</td>
<td>Data Universal Numbering System (DUNS) number</td>
<td>831851113</td>
</tr>
<tr>
<td>26</td>
<td>Notification regarding registration in System for Award Management (SAM) database</td>
<td>Active registration in SAM; CAGE Code 5SC30</td>
</tr>
</tbody>
</table>
2.0 About Changeis, Inc.

Changeis, Inc. delivers an Expertise > Integrity > Collaboration business model to provide mission-centric support to public- and private-sector customers. We are a Small Business Administration 8(a) Certified, economically disadvantaged, woman-owned small business, Changeis provides cost-effective, accessible solutions for complete service delivery. Since 2011, we have implemented the Balanced Scorecard model to drive strategic planning and execution measurement. This has allowed us to not only identify the critical success factors for our business, but also the prioritization of initiatives to execute. Coupled with a cadre of experienced personnel with industry-recognized certifications, Changeis is capable of fulfilling the tasks and services necessary to support client organizations make and execute effective decisions.

Changeis has over a decade of industry-relevant experience providing management and IT consulting services to the Federal government, including specialized program support, acquisition and financial services, and systems engineering support. We have established methodologies and streamlined systems in place to enable us to successfully manage a variety of projects and personnel needs for our clients. An overview of our services, include:

### STRATEGY & TRANSFORMATION MANAGEMENT

Utilizing our in-depth industry knowledge and expertise in analytics and strategic planning, wedesign and execute solutions that are uniquely suited to their needs. Our team of experts brings deep experience in the following areas:
- IT enterprise Strategic Planning
- Organizational Diagnostics
- Vision & Mission
- Balanced Scorecard
- SWOT Analysis
- Performance Measurement, Management & Improvement
- Workflow Processes Design
- Change Management Center

### INVESTMENT & ACQUISITION MANAGEMENT

We help organizations obtain resources to implement their strategic plans and initiatives. Rigorous data management, analytical tools, and compelling writing form the bedrock of our deliverables, which include:
- Cost, Benefit, Risk, Economic, and Affordability Analyses
- Acquisition Strategy Review Board (ASRB) Package
- Market Survey Analysis
- Industry Day Planning and Implementation
- Small Business Office Coordination Package
- Acquisition Strategy, Statement of Work, and Evaluation Factors

### GOVERNANCE

Governance is effective implementation of the organization’s strategy. Four key areas of management here include:
- Resource management
- Risk management
- Portfolio Development and Management
- Program and Project Management

### INNOVATION & R&D MANAGEMENT

We help our clients identify and capitalize on organizational capabilities. Our comprehensive tool kit here includes:
- Technology Strategy
- Innovation Roadmap
- R&D Optimization and Roadmap
- Visual Analytics & Storytelling
- Supply Chain Management
- Business Intelligence
- Big Data Analytics
- Innovation Measurement
- Business Process Redesign
3.0 Labor Categories

IT Program Manager

Functional Responsibility

The IT Program Manager serves as senior corporate representative responsible for overall contract performance. Directly supervises a number of Technical Project Managers depending on scope/size of contract; directs all technical, financial management, and administrative activities; manages the schedule and budget; and provides technical, organizational, and business leadership as needed. Leads the program or multiple projects and is responsible for overall program performance, including cost, schedule, IT deliverables, and contractual compliance. Provides IT quality control and IT quality assurance for all IT deliverables while meeting program deadlines and budget constraints. Provides the interface to the customer and Technical Project Managers. Identifies, acquires, and utilizes company resources to achieve program/project objectives. May have additional subject matter expertise in information management, computer science, systems engineering, application engineering, software engineering, and/or information systems.

Minimum Experience

Minimum of 10 years of relevant experience. Each degree may be substituted for up to 3 years of experience. Three (3) years of experience may be substituted for each required degree. Certifications related to the specific position are equivalent to 2 years of experience.

Minimum Education, Certifications, and Training

BS/BA in Computer Science, Engineering, Mathematics, Information Technology, Business, Administration, or Management-related field, or equivalent experience. Certifications as required by the Task Order (e.g., Project Management Professional (PMP), Information Technology Infrastructure Library (ITIL), Six Sigma).

IT Technical Project Manager

Functional Responsibility:

The IT Technical Project Manager serves as management representative responsible for overall management and completion of assigned tasks from the IT Program Manager. May support IT Program Manager for multiple projects. Leads the project or multiple tasks and is responsible for overall performance, including cost, schedule, IT deliverables, and contractual compliance. Provides IT quality control and IT quality assurance while meeting project deadlines and budget constraints. Provides the interface to the customer and project technical leads. Identifies, acquires, and utilizes company resources to achieve project objectives. Allocates resources, monitors progress for assigned tasks, and provides technical and management expertise as necessary to resolve issues and ensure timely completion of
assigned tasks. May have additional subject matter expertise in information management, computer science, systems engineering, application engineering, software engineering, and/or information systems.

Minimum Experience:

Minimum of 5 years of relevant experience. Each degree may be substituted for up to 3 years of experience. Three (3) years of experience may be substituted for each required degree. Certifications related to the specific position are equivalent to 2 years of experience.

Minimum Education, Certifications, and Training:

BS/BA in Computer Science, Engineering, Mathematics, Information Technology, Business, Administration, or Management-related field, or equivalent experience. Certifications as required by the Task Order (e.g., PMP, ITIL, Six Sigma).

IT Analyst IV

Functional Responsibility:

The IT Analyst IV serves as an expert in content, processes, and procedures. Helps define detailed requirements, analyzes business needs, and validates solutions with the client. Assists in project tasks including, but not limited to, requirements analysis, data collection and stakeholder interviews, documentation development, data analytics, performance metric development, and project management support as needed. Possesses knowledge of applying methodologies and principles to complete project tasks. Conducts activities in support of project team’s objectives. Assists in the formulation and definition of scope and objectives based on both user needs and a good understanding of applicable business requirements and industry requirements. Provides IT services in facilities planning, operations, and support; user support planning, operations and administration; the analysis, design, testing, and administration of storage systems, server systems, databases, websites, Web applications, and networks; and related IT systems functions. Guides and advises less-experienced analysts.

Minimum Experience:

Minimum of 10 years of relevant experience. Each degree may be substituted for up to 3 years of experience. Three (3) years of experience may be substituted for each required degree. Certifications related to the specific position are equivalent to 2 years of experience.

Minimum Education, Certifications, and Training:

BS/BA in Computer Science, Engineering, Mathematics, Information Technology, Business, Administration, or Management-related field, or equivalent experience. Certifications as required by the Task Order (e.g., PMP, ITIL, Six Sigma).

IT Analyst III
Functional Responsibility:

The IT Analyst III serves as an expert in content, processes, and procedures. Helps define detailed requirements, analyzes business needs, and validates solutions with the client. Assists in project tasks including, but not limited to, requirements analysis, data collection and stakeholder interviews, documentation development, data analytics, performance metric development, and project management support as needed. Possesses knowledge of applying methodologies and principles to complete project tasks. Conducts activities in support of project team’s objectives. Assists in the formulation and definition of scope and objectives based on both user needs and a good understanding of applicable business requirements and industry requirements. Provides IT services in facilities planning, operations, and support; user support planning, operations and administration; the analysis, design, testing, and administration of storage systems, server systems, databases, websites, Web applications, and networks; and related IT systems functions. Guides and advises less-experienced analysts.

Minimum Experience:

Minimum of 5 years of relevant experience. Each degree may be substituted for up to 3 years of experience. Three (3) years of experience may be substituted for each required degree. Certifications related to the specific position are equivalent to 2 years of experience.

Minimum Education, Certifications, and Training:

BS/BA in Computer Science, Engineering, Mathematics, Information Technology, Business, Administration, or Management-related field, or equivalent experience. Certifications as required by the Task Order (e.g., PMP, ITIL, Six Sigma).

---

IT Analyst II

Functional Responsibility:

Under limited supervision, the IT Analyst II assists with development of IT project documentation, including budgets, project schedules, and various planning and implementation documents. Assists in project tasks including, but not limited to, requirements analysis, project scope and objective development, data collection and stakeholder interviews, documentation development, data analytics, performance metric development, and project management support as needed. Provides IT services in facilities planning, operations, and support; user support planning, operations and administration; the analysis, design, testing, and administration of storage systems, server systems, databases, websites, Web applications, and networks; and related IT systems functions.

Minimum Experience:

Minimum of 3 years of relevant experience. Each degree may be substituted for up to 3 years of experience. Three (3) years of experience may be substituted for each required degree. Certifications related to the specific position are equivalent to 2 years of experience.

Minimum Education, Certifications, and Training:

---

For more information, contact Urvashi Malhotra
703.348.9669 x 104 | contracts@changeis.com | www.changeis.com
AS/AA in Computer Science, Engineering, Mathematics, Information Technology, Business, Administration, or Management-related field, or equivalent experience. Certifications as required by the Task Order (e.g., PMP, ITIL, Six Sigma).

IT Analyst I

Functional Responsibility:

Under direct supervision, the IT Analyst I assists with development of IT project documentation, including budgets, project schedules, and various planning and implementation documents. Assists in project tasks including, but not limited to, requirements analysis, project scope and objective development, data collection and stakeholder interviews, documentation development, data analytics, performance metric development, and project management support as needed. Provides IT services in facilities planning, operations, and support; user support planning, operations and administration; the analysis, design, testing, and administration of storage systems, server systems, databases, websites, Web applications, and networks; and related IT systems functions.

Minimum Experience:

Minimum of 1 year of relevant experience. Each degree may be substituted for up to 3 years of experience. Three (3) years of experience may be substituted for each required degree. Certifications related to the specific position are equivalent to 2 years of experience.

Minimum Education, Certifications, and Training:

AS/AA in Computer Science, Engineering, Mathematics, Information Technology, Business, Administration, or Management-related field, or equivalent experience. Certifications as required by the Task Order (e.g., PMP, ITIL, Six Sigma).

Systems Engineer V

Functional Responsibility:

The Systems Engineer V develops and applies advanced engineering and design methods, theories, and research techniques in the investigation and solution of complex and advanced system requirements, hardware/software interfaces and applications, and solutions. Responsible for design, development, engineering, integration, and architecture. Can lead major projects. Responsibilities can include systems and network architecture design, systems design engineering and integration, network engineering, systems development, applications programming and development, certification and authentication, database design and administration, enterprise architecture integration, information assurance, identity protection, and access management.

Minimum Experience:

For more information, contact Urvashi Malhotra
703.348.9669 X 104 | contracts@changeis.com | www.changeis.com
Minimum of 5 years of relevant experience. Each degree may be substituted for up to 3 years of experience. Three (3) years of experience may be substituted for each required degree. Certifications related to the specific position are equivalent to 2 years of experience.

Minimum Education, Certifications, and Training:

PhD in Computer Science, Engineering, Mathematics, Information Technology, Business, Administration, or Management-related field, or equivalent experience. Certifications as required by the Task Order (e.g., PMP, ITIL, Six Sigma).

Systems Engineer IV

Functional Responsibility:

The Systems Engineer IV develops and applies advanced engineering and design methods, theories, and research techniques in the investigation and solution of complex and advanced system requirements, hardware/software interfaces and applications, and solutions. Responsible for design, development, engineering, integration, and architecture. Capable of leading major phases of projects. Responsibilities can include systems and network architecture design, systems design engineering and integration, network engineering, systems development, applications programming and development, certification and authentication, database design and administration, enterprise architecture integration, information assurance, identity protection, and access management.

Minimum Experience:

Minimum of 5 years of relevant experience. Each degree may be substituted for up to 3 years of experience. Three (3) years of experience may be substituted for each required degree. Certifications related to the specific position are equivalent to 2 years of experience.

Minimum Education, Certifications, and Training:

MS/MA in Computer Science, Engineering, Mathematics, Information Technology, Business, Administration, or Management related field, or equivalent experience. Certifications as required by the Task Order (e.g., PMP, ITIL, Six Sigma).

Systems Engineer III

Functional Responsibility:

The Systems Engineer III develops and applies engineering and design methods, theories, and research techniques in the investigation and solution of complex and advanced system requirements, hardware/software interfaces and applications, and solutions. Responsible for design, development, engineering, integration, and architecture. Can lead phases of projects. Responsibilities can include systems and network architecture design, systems design

For more information, contact Urvashi Malhotra
703.348.9669 X 104 | contracts@changeis.com | www.changeis.com
engineering and integration, network engineering, systems development, applications programming and development, certification and authentication, database design and administration, enterprise architecture integration, information assurance, identity protection, and access management.

Minimum Experience:

Minimum of 2 years of relevant experience. Each degree may be substituted for up to 3 years of experience. Three (3) years of experience may be substituted for each required degree. Certifications related to the specific position are equivalent to 2 years of experience.

Minimum Education, Certifications, and Training:

MS/MA in Computer Science, Engineering, Mathematics, Information Technology, Business, Administration, or Management - related field, or equivalent experience. Certifications as required by the Task Order (e.g., PMP, ITIL, Six Sigma).

Systems Engineer II
Functional Responsibility:

Under limited supervision, the Systems Engineer II develops and applies engineering and design methods, theories, and research techniques in the investigation and solution of complex and advanced system requirements, hardware/software interfaces and applications, and solutions. Responsible for design, development, engineering, integration, and architecture. Responsibilities can include systems and network architecture design, systems design engineering and integration, network engineering, systems development, applications programming and development, certification and authentication, database design and administration, enterprise architecture integration, information assurance, identity protection, and access management.

Minimum Experience:

Minimum of 2 years of relevant experience. Each degree may be substituted for up to 3 years of experience. Three (3) years of experience may be substituted for each required degree. Certifications related to the specific position are equivalent to 2 years of experience.

Minimum Education, Certifications, and Training:

BS/BA in Computer Science, Engineering, Mathematics, Information Technology, Business, Administration, or Management-related field, or equivalent experience. Certifications as required by the Task Order (e.g., PMP, ITIL, Six Sigma).

Systems Engineer I
Functional Responsibility:
Under direct supervision, the Systems Engineer I develops and applies engineering and design methods, theories, and research techniques in the investigation and solution of complex and advanced system requirements, hardware/software interfaces and applications, and solutions. Responsibilities can include systems and network architecture design, systems design engineering and integration, network engineering, systems development, applications programming and development, certification and authentication, database design and administration, enterprise architecture integration, information assurance, identity protection, and access management.

Minimum Experience:

Minimum of 2 years of relevant experience. Each degree may be substituted for up to 3 years of experience. Three (3) years of experience may be substituted for each required degree. Certifications related to the specific position are equivalent to 2 years of experience.

Minimum Education, Certifications, and Training:

AS/AA in Computer Science, Engineering, Mathematics, Information Technology, Business, Administration, or Management-related field, or equivalent experience. Certifications as required by the Task Order (e.g., PMP, ITIL, Six Sigma).

Technical Writer III

Functional Responsibility:

The Technical Writer III researches, writes, and edits materials for reports, manuals, briefs, proposals, instructional material, catalogs, technical publications, acquisition documents, business and technical plans, synopses, memoranda, and/or software, system, and hardware documentation. Obtains technical data from independent observation, reviews with staff members, and/or studies of published materials and existing documentation. Ensures accuracy of content and data. Organizes material and completes writing assignments with regard to order, clarity, conciseness, style, and terminology.

Minimum Experience:

Minimum of 7 years of relevant experience. Each degree may be substituted for up to 3 years of experience. Three (3) years of experience may be substituted for each required degree. Certifications related to the specific position are equivalent to 2 years of experience.

Minimum Education, Certifications, and Training:

BS/BA in Computer Science, Engineering, Mathematics, Information Technology, English, Communications, Journalism, Business, Administration, or Management-related field, or equivalent experience. Certifications as required by the Task Order (e.g., PMP, ITIL, Six Sigma).

Technical Writer II
Functional Responsibility:

Under limited supervision, the Technical Writer II researches, writes, and edits materials for reports, manuals, briefs, proposals, instructional material, catalogs, technical publications, acquisition documents, business and technical plans, synopses, memoranda, and/or software, system, and hardware documentation. Obtains technical data from independent observation, reviews with staff members, and/or studies of published materials and existing documentation. Ensures accuracy of content and data. Organizes material and completes writing assignments with regard to order, clarity, conciseness, style, and terminology.

Minimum Experience:

Minimum of 5 years of relevant experience. Each degree may be substituted for up to 3 years of experience. Three (3) years of experience may be substituted for each required degree. Certifications related to the specific position are equivalent to 2 years of experience.

Minimum Education, Certifications, and Training:

BS/BA in Computer Science, Engineering, Mathematics, Information Technology, English, Communications, Journalism, Business, Administration, or Management-related field, or equivalent experience. Certifications as required by the Task Order (e.g., PMP, ITIL, Six Sigma).

Technical Writer I

Functional Responsibility:

Under direct supervision, the Technical Writer I researches, writes, and edits materials for reports, manuals, briefs, proposals, instructional material, catalogs, technical publications, acquisition documents, business and technical plans, synopses, memoranda, and/or software, system, and hardware documentation. Obtains technical data from independent observation, reviews with staff members, and/or studies of published materials and existing documentation. Ensures accuracy of content and data. Organizes material and completes writing assignments with regard to order, clarity, conciseness, style, and terminology.

Minimum Experience:

Minimum of 2 years of relevant experience. Each degree may be substituted for up to 3 years of experience. Three (3) years of experience may be substituted for each required degree. Certifications directly related to the specific position are equivalent to 2 years of experience.

Minimum Education, Certifications, and Training:

BS/BA in Computer Science, Engineering, Mathematics, Information Technology, English, Communications, Journalism, Business, Administration, or Management-related field, or equivalent experience. Certifications as required by the Task Order (e.g., PMP, ITIL, Six Sigma).
Test Engineer II

Functional Responsibility:

The Test Engineer II provides information technology services in the analysis, design, testing, quality assurance, and administration of storage systems, server systems, databases, websites, Web applications, networks, and related IT systems functions. Manages less-experienced systems.

Minimum Experience:

Minimum of 5 years of relevant experience. Each degree may be substituted for up to 3 years of experience. Three (3) years of experience may be substituted for each required degree. Certifications directly related to the specific position are equivalent to 2 years of experience.

Minimum Education, Certifications, and Training:

BS/BA in Computer Science, Engineering, Mathematics, Information Technology, Business, Administration, or Management-related field, or equivalent experience. Certifications as required by the Task Order (e.g., PMP, ITIL, Six Sigma).

Test Engineer I

Functional Responsibility:

Under limited supervision, the Test Engineer I provides information technology services in the analysis, design, testing, quality assurance, and administration of storage systems, server systems, databases, websites, Web applications, networks, and related IT systems functions.

Minimum Experience:

Minimum of 2 years of relevant experience. Each degree may be substituted for up to 3 years of experience. Three (3) years of experience may be substituted for each required degree. Certifications directly related to the specific position are equivalent to 2 years of experience.

Minimum Education, Certifications, and Training:

BS/BA in Computer Science, Engineering, Mathematics, Information Technology, Business, Administration, or Management-related field, or equivalent experience. Certifications as required by the Task Order (e.g., PMP, ITIL, Six Sigma).

Software Engineer III

Functional Responsibility:
The Software Engineer III analyzes programs and outlines for such factors as type and extent of information to be transferred from storage units, sorting, and format of final results. Confers with technical and analytical personnel, and designs detailed programs, flow charts, and diagrams indicating required computations and sequence of machine operations. Translates design into coded instructions. Verifies accuracy and validity of programs by preparing sample data and testing. Tests, debugs, and refines the application software to produce final deliverable(s). Prepares all necessary documentation, including user-level, program-level, and application-level documentation. Corrects program errors and modifies the program as required by revising instructions. Reviews and/or prepares system documents and specifications. Can lead phases of projects.

Minimum Experience:

Minimum of 5 years of relevant experience. Each degree may be substituted for up to 3 years of experience. Three (3) years of experience may be substituted for each required degree. Certifications directly related to the specific position are equivalent to 2 years of experience.

Minimum Education, Certifications, and Training:

MS/MA in Computer Science, Engineering, Mathematics, Information Technology, Business, Administration, or Management-related field, or equivalent experience. Certifications as required by the Task Order (e.g., PMP, ITIL, Six Sigma).

Software Engineer II

Functional Responsibility:

Under limited supervision, the Software Engineer II analyzes system requirements and design specifications. Develops block diagrams, logic flow charts, and coding structures. Translates detailed design into computer program coded instructions. Helps in testing, debugging, and refining the application software to produce final deliverable(s). Helps to prepare all necessary documentation, including user-level, program-level, and application-level documentation. Documents procedures used throughout the program to allow the program to be run as a part of a system, and to make changes as may be required.

Minimum Experience:

Minimum of 2 years of relevant experience. Each degree may be substituted for up to 3 years of experience. 3 years of experience may be substituted for each required degree. Certifications directly related to the specific position are equivalent to 2 years of experience.

Minimum Education, Certifications, and Training:

BS/BA in Computer Science, Engineering, Mathematics, Information Technology, Business, Administration, or Management-related field, or equivalent experience. Certifications as required by the Task Order (e.g., PMP, ITIL, Six Sigma).
Software Engineer I

Functional Responsibility:

Under direct supervision, the System Engineer I will analyze system requirements and design specifications. Develops block diagrams, logic flow charts, and coding structures. Translates detailed design into computer program coded instructions. Helps in testing, debugging, and refining the application software to produce final deliverable(s). Helps to prepare all necessary documentation, including user-level, program-level, and application-level documentation. Documents procedures used throughout the program to allow the program to be run as a part of a system, and to make changes as may be required.

Minimum Experience:

Minimum of 0 years of relevant experience. Each degree may be substituted for up to 3 years of experience. Three (3) years of experience may be substituted for each required degree. Certifications directly related to the specific position are equivalent to 2 years of experience.

Minimum Education, Certifications, and Training:

AS/AA in Computer Science, Engineering, Mathematics, Information Technology, Business, Administration, or Management-related field, or equivalent experience. Certifications as required by the Task Order (e.g., PMP, ITIL, Six Sigma).
## 4.0 Pricing

<table>
<thead>
<tr>
<th>SIN</th>
<th>Labor Category</th>
<th>Minimum Education</th>
<th>Minimum Years of Experience</th>
<th>GSA Rate Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151S</td>
<td>IT Program Manager</td>
<td>BS/BA</td>
<td>10</td>
<td>$156.02</td>
</tr>
<tr>
<td>54151S</td>
<td>IT Technical Project Manager</td>
<td>BS/BA</td>
<td>5</td>
<td>$152.89</td>
</tr>
<tr>
<td>54151S</td>
<td>IT Analyst IV</td>
<td>BS/BA</td>
<td>10</td>
<td>$117.01</td>
</tr>
<tr>
<td>54151S</td>
<td>IT Analyst III</td>
<td>BS/BA</td>
<td>5</td>
<td>$99.95</td>
</tr>
<tr>
<td>54151S</td>
<td>IT Analyst II</td>
<td>AS/AA</td>
<td>3</td>
<td>$92.37</td>
</tr>
<tr>
<td>54151S</td>
<td>IT Analyst I</td>
<td>AS/AA</td>
<td>1</td>
<td>$76.05</td>
</tr>
<tr>
<td>54151S</td>
<td>Systems Engineer V</td>
<td>PhD</td>
<td>5</td>
<td>$160.89</td>
</tr>
<tr>
<td>54151S</td>
<td>Systems Engineer IV</td>
<td>MS/MA</td>
<td>5</td>
<td>$149.32</td>
</tr>
<tr>
<td>54151S</td>
<td>Systems Engineer III</td>
<td>MS/MA</td>
<td>2</td>
<td>$115.03</td>
</tr>
<tr>
<td>54151S</td>
<td>Systems Engineer II</td>
<td>BS/BA</td>
<td>2</td>
<td>$88.00</td>
</tr>
<tr>
<td>54151S</td>
<td>Systems Engineer I</td>
<td>AS/AA</td>
<td>2</td>
<td>$65.65</td>
</tr>
<tr>
<td>54151S</td>
<td>Technical Writer III</td>
<td>BS/BA</td>
<td>7</td>
<td>$90.63</td>
</tr>
<tr>
<td>54151S</td>
<td>Technical Writer II</td>
<td>BS/BA</td>
<td>5</td>
<td>$79.16</td>
</tr>
<tr>
<td>54151S</td>
<td>Technical Writer I</td>
<td>BS/BA</td>
<td>2</td>
<td>$59.13</td>
</tr>
<tr>
<td>SIN</td>
<td>Labor Category</td>
<td>Minimum Education</td>
<td>Minimum Years of Experience</td>
<td>GSA Rate Awarded</td>
</tr>
<tr>
<td>------</td>
<td>----------------------</td>
<td>-------------------</td>
<td>-----------------------------</td>
<td>------------------</td>
</tr>
<tr>
<td>54151S</td>
<td>Test Engineer II</td>
<td>BS/BA</td>
<td>5</td>
<td>$100.54</td>
</tr>
<tr>
<td>54151S</td>
<td>Test Engineer I</td>
<td>BS/BA</td>
<td>2</td>
<td>$78.79</td>
</tr>
<tr>
<td>54151S</td>
<td>Software Engineer III</td>
<td>MS/MA</td>
<td>5</td>
<td>$140.43</td>
</tr>
<tr>
<td>54151S</td>
<td>Software Engineer II</td>
<td>BS/BA</td>
<td>2</td>
<td>$115.03</td>
</tr>
<tr>
<td>54151S</td>
<td>Software Engineer I</td>
<td>AS/AA</td>
<td>0</td>
<td>$84.43</td>
</tr>
</tbody>
</table>

For more information, contact Urvashi Malhotra
703.348.9669 X 104 | contracts@changeis.com | www.changeis.com