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

Schedule Title: Multiple Award Schedule – MAS 99
FSC Group, Part, and Section or Standard Industrial Group (as applicable): Class 70
FSC Class(es)/Product code(s) and/or Service Codes (as applicable):

- FSC/PSC Class D301 IT AND TELECOM- FACILITY OPERATION AND MAINTENANCE
  - Facility Management
- FSC/PSC Class D302 IT AND TELECOM- SYSTEMS DEVELOPMENT
  - Systems Development Services
- FSC/PSC Class D306 IT AND TELECOM- SYSTEMS ANALYSIS
  - Systems Analysis Services
- FSC/PSC Class D307 IT AND TELECOM- IT STRATEGY AND ARCHITECTURE
  - Automated Information Systems Services
- FSC/PSC Class D308 IT AND TELECOM- PROGRAMMING
  - Programming Services
- FSC/PSC Class D310 IT AND TELECOM- CYBER SECURITY AND DATA BACKUP
  - Backup and Security Services
- FSC/PSC Class D311 IT AND TELECOM- DATA CONVERSION
  - Data Conversion Services
- FSC/PSC Class D316 IT AND TELECOM- TELECOMMUNICATIONS NETWORK MANAGEMENT
  - IT Network Management Services
- FSC/PSC Class D317 IT AND TELECOM- WEB-BASED SUBSCRIPTION
  - Creation/Retrieval of IT Related Data Services; Creation/Retrieval of Other Information Services; Creation/Retrieval of IT Related Automated News Services
- FSC/PSC Class D399 IT AND TELECOM- OTHER IT AND TELECOMMUNICATIONS
  - Other Information Technology Services, Not Elsewhere Classified

Contract number: 47QTCA18D007L

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.

Contract period: 02/22/2018 through 02/21/2023
Pricing Current through Modification # PO-0007 Dated 6/29/2020

NavX Consulting, LLC
722 E Market Street, Suite 102, Leesburg, VA 20176
Phone: 571.888.9805 and Fax: 571.406.5050
Contract Administrator: Raman Singh
Email: info@navxconsulting.com

SBA Certified Small Disadvantaged & HUBZone Small Business
CUSTOMER INFORMATION:

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s):

**SIN 54151S** – Information Technology Professional Services – SUBJECT TO COOPERATIVE PURCHASING

**SIN 54151HEAL** - Health Information Technology Services - SUBJECT TO COOPERATIVE PURCHASING

**SIN OLM** – Order-Level Materials (OLMs) - SUBJECT TO COOPERATIVE PURCHASING

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**Program Manager**

**SIN:** 54151S  
**Min Education:**  Masters  
**Min Years Experience:**  3  
**Education Substitution:**  Bachelors with an additional 2 years of experience  
**Functional Responsibilities:**  Provide program management support for IT task order and supervise activities of the team. Direct multiple activities of IT staff to execute the business plans, develop plans and projects, determine needs, monitor and resolve problems, interface with other stakeholders, and manage staff. Organizes and directs work, coordinates efforts with other stakeholders and direct personnel to achieve objectives. Directly supervises contractor employees. Responsible for interviewing, hiring, and training contractor employees. Responsible for staff development, planning, assigning and directing work.

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**Project Manager**

**SIN:** 54151S  
**Min Education:**  Masters  
**Min Years Experience:**  1  
**Education Substitution:**  Bachelors with an additional 2 years of experience  
**Functional Responsibilities:**  Serves as the project manager for a large, complex task order and shall assist the Program Manager in working with the Contracting Officer (CO), the contract-level Contracting Officer's Representative (COR), the
task order-level COR(s), government management personnel and customer agency representatives. Oversees and performs day-to-day management of assigned project. Manage teams of IT experts and consultants. Demonstrates proven skills in IT areas addressed by the delivery order to be managed. Organizes, directs, and coordinates the planning and production of all activities associated with assigned delivery order projects, including staff performance, deliverables, and Travel & ODCs expenditure.

**Task Manager**

**SIN:** 54151S  
**Min Education:** Masters  
**Min Years Experience:** 1  
**Education Substitution:** Bachelors with an additional 2 years of experience  
**Functional Responsibilities:** Coordinate schedules, timelines, and related project information. Monitors tasks and advises the Project Manager of any problems, delays, issues, or requirements associated with the task. Provides on-site direction and coordination for all task related development efforts. Responsibilities include identifying new technologies that can be applied to reduce costs, optimize performance, or improve the overall quality of the output-products being developed under the task. May serve as the technical authority for a designated area. May direct other personnel on assigned work.

**System Analyst – Senior**

**SIN:** 54151S  
**Min Education:** Masters  
**Min Years Experience:** 2  
**Education Substitution:** Bachelors with an additional 2 years of experience  
**Functional Responsibilities:** Performs systems analysis of computer and networking systems. Provides overall integration of all systems peripherals so that they operate correctly within a predefined environment. Develops technical documentation detailing the installation procedures. May perform other duties, as assigned. Under general supervision, performs systems analysis of computer and communications/network systems. Performs systems installation of computer operating systems, network, and applications software, and computer/network hardware. Has ability to adapt to new situations and environments.

**System Analyst – Middle**

**SIN:** 54151S  
**Min Education:** Bachelors  
**Min Years Experience:** 1
**System Analyst – Junior**

**SIN:** 54151S  
**Min Education:** Associates  
**Min Years Experience:** 1  
**Functional Responsibilities:** Analyzes general information requirements. Evaluates analytically and systematically problems of workflow, organization, and planning in order to develop appropriate corrective action. Defines the problem, and develops system requirements and program specifications, from which programmers prepare detailed flow charts, programs, and tests. Under supervision, coordinates closely with programmers to ensure proper implementation of program and system specifications.

**Information Engineer**

**SIN:** 54151S  
**Min Education:** Bachelors  
**Min Years Experience:** 1  
**Education Substitution:** Associates with an additional 1 year of experience  
**Functional Responsibilities:** Performs as an applications engineer on large-scale systems, knowledge of computer equipment, and ability to develop complex software to satisfy design objectives. Analyzes application software and design specifications for information process activities. Develops block diagrams and logic flow charts. Translates detailed design into application software. Tests, debugs, and refines the application software to produce the required product. Prepares required documentation, including both program-level and user-level documentation.

**System Engineer – Senior**

**SIN:** 54151S  
**Min Education:** Masters
**Min Years Experience:** 2

**Education Substitution:** Bachelors with an additional 2 years of experience

**Functional Responsibilities:** Performs as an Applications Engineer on large-scale systems, knowledge of computer equipment, and ability to develop complex software to satisfy design objectives. Analyzes application software and design specifications for information process activities. Develops block diagrams and logic flow charts. Translates detailed design into application software. Tests, debugs, and refines the application software to produce the required product. Prepares required documentation, including both program-level and user-level documentation.

---

**System Engineer – Middle**

**SIN:** 54151S

**Min Education:** Masters

**Min Years Experience:** 1

**Education Substitution:** Bachelors with an additional 1 year of experience

**Functional Responsibilities:** Performs concept exploration and assessment, systems integration, systems of systems integration, performance management, technology assessment, testing and validation. Supports a Senior System Engineers, as required. Analyzes and develops technical documentation detailing the integration and system performance. May perform other duties as assigned. Under general supervision, defines and executes integration engineering activities within a project. These activities may consist of concept exploration and assessment, systems integration, systems of systems integration, performance management, technology assessment, testing and validation, and development and staffing of a systems integration plan. Prepares required documentation, including both program-level and user-level documentation.

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**System Engineer – Junior**

**SIN:** 54151S

**Min Education:** Associates

**Min Years Experience:** 1

**Functional Responsibilities:** Supports concept exploration and assessment, systems integration, systems of systems integration, performance management, technology assessment, testing and validation. Supports other System Engineers, as required. Supports analysis and technical documentation detailing the integration and system performance. May perform other duties as assigned. Under general supervision, supports defining and executing integration engineering activities within a project. These activities may consist of concept exploration and assessment, systems integration, systems of systems integration, performance management, technology assessment, testing and validation, and development and staffing of a systems integration plan.
Cyber Security Engineer – Senior

SIN: 54151S
Min Education: Masters
Min Years Experience: 2
Education Substitution: Bachelors with an additional 2 years of experience
Functional Responsibilities: Supports concept exploration and assessment, systems integration, systems of systems integration, performance management, technology assessment, testing and validation. Supports other System Engineers, as required. Supports analysis and technical documentation detailing the integration and system performance. May perform other duties as assigned. Under general supervision, supports defining and executing integration engineering activities within a project. These activities may consist of concept exploration and assessment, systems integration, systems of systems integration, performance management, technology assessment, testing and validation, and development and staffing of a systems integration plan.

Cyber Security Engineer – Middle

SIN: 54151S
Min Education: Bachelors
Min Years Experience: 1
Education Substitution: Associates with an additional 1 year of experience
Functional Responsibilities: Executes information systems security in a computer or network system environment. Activities include evaluation of security requirements for assigned systems and facilities to ensure software releases, software development environments, assisting supported program managers and system owners in developing and maintaining POA&Ms and implementing mitigations for systems as required; ensure security features are built into the design architecture; identification, evaluation, and resolution of security technical and programmatic alternatives/issues for each system.

Cyber Security Engineer – Junior

SIN: 54151S
Min Education: Associates
Min Years Experience: 1
Functional Responsibilities: Assist in formulating and defining IA system scope and objectives through research to develop or modify information systems, prepares specifications from which programs may be written. Keeps abreast of new information security policies and developments affecting the organization. Able to plan, manage and execute complex tasks.
System Architect – Senior

**SIN:** 54151S  
**Min Education:** Masters  
**Min Years Experience:** 2  
**Education Substitution:** Bachelors with an additional 2 years of experience  
**Functional Responsibilities:** Provide architecture design, development, and deployment of the enterprise's overall systems. Lead a team of systems architects to provide architecture support. Develop and execute architecture strategies, feasibility studies, and integration analyses. Supervise and provide guidance in implementing various IT architecture. Able to independently gather and define the architecture requirements and ensure that the architecture are compatible and in compliance with the appropriate IT organization and project standards.

System Architect – Middle

**SIN:** 54151S  
**Min Education:** Masters  
**Min Years Experience:** 1  
**Education Substitution:** Bachelors with an additional 2 years of experience  
**Functional Responsibilities:** Provide architectural design, development, and deployment of the enterprise's overall systems. Develop and execute architecture strategies, feasibility studies, and integration analyses. Able to independently gather and define the architecture requirements and ensure that the architectures are compatible and in compliance with the appropriate IT organization and project standards.

System Architect – Junior

**SIN:** 54151S  
**Min Education:** Associates  
**Min Years Experience:** 1  
**Functional Responsibilities:** Provide system architecture support of applications. Support development of IT network and technical architectures for client/server and/or mainframe applications. Support IT architecture strategies, feasibility studies, and integration analysis. Support collection of the architecture requirements for architecture compliance with the appropriate IT organization and project standards.

Subject Matter Expert – Functional I
Subject Matter Expert – Functional II

SIN: 54151S  
Min Education: Masters  
Min Years Experience: 2  
Education Substitution: Bachelors with an additional 1 year of experience  
Functional Responsibilities: Ability to define IT problems and analyze and develop plans and requirements in the subject matter area for moderately complex systems in the subject matter area. Ability to coordinate and manage the preparation of analysis, evaluations, and recommendations for proper implementation of IT programs and systems specifications in the areas of risk management; life-cycle management; policy development, methodologies, and modeling, and simulation in the IT functional area.

Subject Matter Expert – Functional III

SIN: 54151S  
Min Education: Masters  
Min Years Experience: 3  
Education Substitution: Bachelors with an additional 1 year of experience  
Functional Responsibilities: Ability to provide managerial and administrative direction for problem definition, analysis, requirements development and implementation for complex to extremely complex IT systems in the subject matter area. Ability to make recommendations and advise on IT system-wide improvements, risk management; automation, modeling and simulation, optimization and maintenance efforts in the IT functional area.

Subject Matter Expert – Technical I

SIN: 54151S
**Subject Matter Expert – Technical II**

**SIN:** 54151S  
**Min Education:** Masters  
**Min Years Experience:** 2  
**Education Substitution:** Bachelors with an additional 1 year of experience  
**Functional Responsibilities:** Ability to define the IT problems and analyze and develop plans and requirements in the subject matter area for moderately complex to complex IT systems. Ability to coordinate and manage the preparation of analysis, evaluations, and recommendations for proper implementation of IT programs and systems specifications in any of the following specialties: Information Systems Architecture; Networking; Telecommunications; Automation; Communications Protocols; Risk Management/Electronic Analysis; Software; Life-Cycle Management; Software Development Methodologies; Modeling and Simulation.

**Subject Matter Expert – Technical III**

**SIN:** 54151S  
**Min Education:** Masters  
**Min Years Experience:** 3  
**Education Substitution:** Bachelors with an additional 1 year of experience  
**Functional Responsibilities:** Ability to provide technical direction for problem definition, analysis, requirements development and implementation for complex to extremely complex IT systems in the subject matter area. Ability to make recommendations and advise on organization-wide IT system improvements, optimization or maintenance efforts in any of the following specialties: Information Systems Architecture; Networking; Telecommunications; Automation; Communications Protocols; Risk Management/Electronic Analysis; Software; Life-Cycle Management; Software Development Methodologies; Modeling and Simulation.
Test Manager

SIN: 54151S  
Min Education: Bachelors  
Min Years Experience: 1  
Education Substitution: Associates with an additional 2 years of experience  
Functional Responsibilities: Advise the Program Managers about testing status of their respective products being tested. Set priorities with schedule and testing personnel. May direct testing personnel in regard to any testing required. They may set priorities, establish and approve schedules. Provide testing subject matter expertise on business processes and policies and assistance concerning planning, execution and reporting of test events.

Test Specialist – Senior

SIN: 54151S  
Min Education: Bachelors  
Min Years Experience: 1  
Education Substitution: Associates with an additional 1 year of experience  
Functional Responsibilities: Develops test plans, develops individual test scenarios, executes test scenarios, documents test scenario results, and compiles Test Reports documenting the results of a set of individual test scenarios.

Test Specialist – Middle

SIN: 54151S  
Min Education: Associates  
Min Years Experience: 1  
Functional Responsibilities: Performs testing tasks such as contributing to the development of test plans, developing individual test scenarios, executing test scenarios, documenting test scenario results, and documenting the results of a set of individual test scenarios in a Test Report.

Test Specialist – Junior

SIN: 54151S  
Min Education: Associates  
Min Years Experience: None  
Education Substitution: None  
Functional Responsibilities: Works with project testing and quality assurance specialists in performing testing tasks such as developing individual test scenarios,
executing test scenarios, documenting test scenario results, and/or contributing to the Test Report documenting the results of a set of individual test scenarios.

Quality Assurance Specialist – Senior

SIN: 54151S  
Min Education: Masters  
Min Years Experience: 1  
Education Substitution: Bachelors with an additional 2 years of experience  
Functional Responsibilities: Works with project testing and quality assurance specialists in performing testing tasks such as developing individual test scenarios, executing test scenarios, documenting test scenario results, and/or contributing to the Test Report documenting the results of a set of individual test scenarios.

Quality Assurance Specialist – Middle

SIN: 54151S  
Min Education: Bachelors  
Min Years Experience: 1  
Education Substitution: Associates with an additional 2 years of experience  
Functional Responsibilities: Participates in the definition of the project quality assurance plan and the associated procedures required for the implementation of that plan, including the definition of metrics to be used to measure the success of various facets of the project effort. Ensures that QA/test procedures are implemented and followed by the project team members. Works with project management and development personnel to address and resolve quality issues such as software quality, data quality, or other such issues as they are identified. Collects data required for the computation of defined quality metrics, and calculates those measurements at defined project intervals.

Quality Assurance Specialist – Junior

SIN: 54151S  
Min Education: Associates  
Min Years Experience: 1  
Functional Responsibilities: Works with other quality assurance specialists in the performance of project quality assurance tasks, including ensuring that QA procedures are implemented and followed by the project team members and in collecting data required for the computation of define quality metrics, and calculating those measurements at defined project intervals.
System Administrator – Senior

SIN: 54151S
Min Education: Masters
Min Years Experience: 2
Education Substitution: Bachelors with an additional 2 years of experience
Functional Responsibilities: Responsible for maintaining specific systems within the IT environment. As required, responsible for the maintenance, configuration, upkeep, and reliable operation of his/her assigned systems, networks, storage, and cloud-based technologies. Develops standard operating procedures and runbooks for the IT systems. Supports technologies or scripting languages used in the operation of the IT systems.

System Administrator – Middle

SIN: 54151S
Min Education: Masters
Min Years Experience: 1
Education Substitution: Bachelors with an additional 1 year of experience
Functional Responsibilities: Responsible for maintaining specific systems within the IT environment. As required, responsible for the maintenance, configuration, upkeep, and reliable operation of his/her assigned systems, networks, storage, and cloud-based technologies. Supports the technologies or scripting languages used in the operation of the IT systems.

System Administrator – Junior

SIN: 54151S
Min Education: Associates
Min Years Experience: 1
Functional Responsibilities: Responsible for supporting specific tasks relating to the operations of IT systems. Under direction, performs basic technical tasks relating to the upkeep, configuration, and reliable operation of system, network, storage, and cloud-based technologies. Supports technologies used in the operation of the IT system.

Network Administrator – Senior

SIN: 54151S
Min Education: Associates
Min Years Experience: 3
**Network Administrator – Middle**

**SIN:** 54151S  
**Min Education:** Associates  
**Min Years Experience:** 1  

**Functional Responsibilities:** Works as a team member with other network administrator in all aspects of network management. Analyzes, designs, specifies, documents, and implements communication system requirements to support the distributed functionality of a software engineering environment. Supports the installation, operation, and maintenance of telecommunication networks and systems.

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**Configuration Management Specialist – Senior**

**SIN:** 54151S  
**Min Education:** Masters  
**Min Years Experience:** 1  
**Education Substitution:** Bachelors with an additional 2 years of experience  

**Functional Responsibilities:** Defines the project configuration management plan and devises configuration management procedures that implement the requirements of the configuration management plan. Ensures that the project configuration management plan and procedures are implemented in the manner and spirit in which they were defined. Performs configuration management tasks such as defining Configuration Items, tracking and recording approved changes to Configuration Items, and/or documenting the results of Configuration Control Board meetings. Also provides leadership and guidance for teams of configuration management specialists. These teams may support a single project or multiple projects. As a team leader, builds plans and schedules for assigned work.

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**Configuration Management Specialist – Middle**

**SIN:** 54151S  
**Min Education:** Bachelors
Min Years Experience: 1  
**Education Substitution:** Associates with an additional 1 year of experience  
**Functional Responsibilities:** Performs configuration management tasks such as defining Configuration Items, tracking and recording approved changes to Configuration Items, and/or documenting the results of Configuration Control Board meetings.

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**Configuration Management Specialist – Junior**

**SIN:** 54151S  
**Min Education:** Associates  
**Min Years Experience:** 1  
**Functional Responsibilities:** Performs configuration management tasks such as defining Configuration Items, tracking and recording approved changes to Configuration Items, and/or documenting the results of Configuration Control Board meetings.

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**Project Control Planner – Senior**

**SIN:** 54151S  
**Min Education:** Masters  
**Min Years Experience:** 1  
**Education Substitution:** Bachelors with an additional 1 year of experience  
**Functional Responsibilities:** Develops a roadmap for the proper execution of projects. Establishes and achieves clearly defined project milestones and maintaining clear lines of communication, which provides required oversight and improving team effort. Schedules "work breakdown structure", allowing team members to understand complex projects in terms of simple achievable tasks, and assigning these tasks to the relevant personnel and establishing the time, money and other resource constraints for each task.

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**Project Control Specialist**

**SIN:** 54151S  
**Min Education:** Bachelors  
**Min Years Experience:** 1  
**Education Substitution:** Associates with an additional 1 year of experience  
**Functional Responsibilities:** Develops a roadmap for the proper execution of projects. Establishes and achieves clearly defined project milestones and maintaining clear lines of communication, which provides required oversight and improving team effort. Schedules "work breakdown structure", allowing team members to understand complex projects in terms of simple achievable tasks,
and assigning these tasks to the relevant personnel and establishing the time, money and other resource constraints for each task.

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**Technical Writer – Senior**

**SIN:** 54151S  
**Min Education:** Bachelors  
**Min Years Experience:** 2  
**Education Substitution:** Associates with an additional 1 year of experience  
**Functional Responsibilities:** Provides a variety of documentation support services to a project, including assisting technical staff in ascertaining content, organization, and format of technical documentation; writing technical documentation with input from technical personnel; editing documentation written by others for grammar, spelling, coherence, and clarity; and coordinating production of documentation.

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**Technical Writer – Junior**

**SIN:** 54151S  
**Min Education:** Associates  
**Min Years Experience:** 1  
**Functional Responsibilities:** Works with other technical writers providing a variety of documentation support services to a project, including assisting technical staff in ascertaining content, organization, and format of technical documentation; writing technical documentation with input from technical personnel; editing documentation written by others for grammar, spelling, coherence, and clarity; and coordinating production of documentation.

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**Training Manager**

**SIN:** 54151S  
**Min Education:** Bachelors  
**Min Years Experience:** 4  
**Functional Responsibilities:** Develops, implements and provides oversight of IT policies and procedures. Serves as a consultant or coordinator in the management of IT programs and projects. Provides subject matter expertise and advise on IT program management. Act as a liaison; establishing contacts and interacting with entities within an organization to accomplish IT program goals. Fluent in oral and written English. Responsible for overall project management of
the contract. Responsible for providing support for the above-mentioned experience requirements. Responsible for supporting the Program Manager in interviewing, hiring, and training contractor employees.

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**Training Specialist – Senior**

- **SIN:** 54151S  
- **Min Education:** Bachelors  
- **Min Years Experience:** 4  
- **Education Substitution:** Associates with an additional 1 year of experience

**Functional Responsibilities:** Provides formal and informal implementation guidance, integration, and change management support tasks (on the job training, formal and informal classroom and over the shoulder training) to support functional users requiring assistance in implementing, using, and integrating systems and its increments into the business process. Provides functional support and perform system status checks as needed during trouble ticket resolution. Fluent in oral and written English. Supports adult education methodologies and instructing using several methodologies, to include; demonstration-performance, lecture, case study, teaching interviews, guided discussion, and virtual training environments. Responsible for providing training support for various products/applications supported by the program.

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**Training Specialist – Middle**

- **SIN:** 54151S  
- **Min Education:** Bachelors  
- **Min Years Experience:** 2  
- **Education Substitution:** Associates with an additional 1 year of experience

**Functional Responsibilities:** Provides formal and informal implementation guidance, integration, and change management support tasks (on the job training, formal and informal classroom and over the shoulder training) to support functional users requiring assistance in implementing, using, and integrating systems and its increments into the business process. Provides functional support and perform system status checks as needed during trouble ticket resolution. Fluent in oral and written English. Supports adult education methodologies and instructing using several methodologies, to include; demonstration-performance, lecture, case study, teaching interviews, guided discussion, and virtual training environments. Responsible for providing training support for various products/applications supported by the program.

---

**Training Specialist – Junior**
SIN: 54151S
Min Education: Associates
Min Years Experience: 1
Functional Responsibilities: Supports formal and informal implementation guidance, integration, and change management support tasks (on the job training, formal and informal classroom and over the shoulder training) to support functional users requiring assistance in implementing, using, and integrating systems and its increments into the business process. Provides functional support and perform system status checks as needed during trouble ticket resolution. Fluent in oral and written English. Supports providing training for various products/applications supported by the program.

HIT Program Manager

SIN: 54151HEAL
Min Education: Masters
Min Years Experience: 3
Education Substitution: Bachelors with an additional 2 years of experience
Functional Responsibilities: Provide program management support for Health IT task order and supervise activities of the team. Direct multiple activities of HIT staff to execute the business plans, develop plans and projects, determine needs, monitor and resolve problems, interface with other stakeholders, and manage staff. Organizes and directs work, coordinates efforts with other stakeholders and direct personnel to achieve objectives. Directly supervises contractor employees. Responsible for interviewing, hiring, and training contractor employees. Responsible for staff development, planning, assigning and directing work.

HIT Project Manager

SIN: 54151HEAL
Min Education: Masters
Min Years Experience: 1
Education Substitution: Bachelors with an additional 2 years of experience
Functional Responsibilities: Serves as the project manager for a large, complex Health task order and shall assist the Program Manager in working with the Contracting Officer (CO), the contract-level Contracting Officer's Representative (COR), the task order-level COR(s), government management personnel and customer agency representatives. Oversees and performs day-to-day management of assigned project. Manage teams of HIT experts and consultants. Demonstrates proven skills in HIT areas addressed by the delivery order to be managed. Organizes, directs, and coordinates the planning and production of all activities associated with assigned delivery order projects, including staff performance, deliverables, and Travel & ODCs expenditure.
HIT Task Manager

SIN: 54151HEAL  
Min Education: Masters  
Min Years Experience: 1  
Education Substitution: Bachelors with an additional 2 years of experience  
Functional Responsibilities: Coordinate schedules, timelines, and related project information on HIT projects. Monitors tasks and advises the Project Manager of any problems, delays, issues, or requirements associated with the task. Provides on-site direction and coordination for all HIT task related development efforts. Responsibilities include identifying new Health technologies that can be applied to reduce costs, optimize performance, or improve the overall quality of the output-products being developed under the task. May serve as the technical authority for a designated area. May direct other personnel on assigned work.

HIT System Analyst – Senior

SIN: 54151HEAL  
Min Education: Masters  
Min Years Experience: 2  
Education Substitution: Bachelors with an additional 2 years of experience  
Functional Responsibilities: Performs systems analysis of computer and networking systems related to Health IT. Provides overall integration of all systems peripherals so that they operate correctly within a predefined environment. Develops technical documentation detailing the installation procedures. May perform other duties, as assigned. Under general supervision, performs systems analysis of computer and communications/network systems related to Health IT. Performs systems installation of computer operating systems, network, and applications software, and computer/network hardware. Has ability to adapt to new situations and environments.

HIT System Analyst – Middle

SIN: 54151HEAL  
Min Education: Bachelors  
Min Years Experience: 1  
Education Substitution: Associates with an additional 1 year of experience
**Functional Responsibilities:** Performs systems analysis of computer and networking systems related to Health IT. Supports a Systems Analyst, as required. Technically supports the overall integration of all systems peripherals so that they operate correctly within a predefined environment. Develops technical documentation detailing the installation procedures. May perform other duties, as assigned. Under supervision, performs systems analysis of computer and communications/network systems related to Health IT. Supports the installation of computer operating systems, network, and application software, and computer/network hardware. Provides troubleshooting support to assist Systems Analysts.

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**HIT System Analyst – Junior**

**SIN:** 54151HEAL  
**Min Education:** Associates  
**Min Years Experience:** 1  
**Functional Responsibilities:** Analyzes general information requirements related to Health IT. Evaluates analytically and systematically problems of workflow, organization, and planning in order to develop appropriate corrective action. Defines the problem, and develops system requirements and program specifications, from which programmers prepare detailed flow charts, programs, and tests related to Health IT. Under supervision, coordinates closely with programmers to ensure proper implementation of program and system specifications.

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**HIT Information Engineer**

**SIN:** 54151HEAL  
**Min Education:** Bachelors  
**Min Years Experience:** 1  
**Education Substitution:** Associates with an additional 1 year of experience  
**Functional Responsibilities:** Performs as an HIT Applications Engineer on large-scale health systems, knowledge of computer equipment, and ability to develop complex software to satisfy design objectives. Analyzes application software and design specifications for information process activities. Develops block diagrams and logic flow charts. Translates detailed design into application software. Tests, debugs, and refines the application software to produce the required product. Prepares required documentation, including both program-level and user-level documentation related to Health IT.

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**HIT System Engineer – Senior**

**SIN:** 54151HEAL
Min Education: Masters
Min Years Experience: 2
Education Substitution: Bachelors with an additional 2 years of experience

Functional Responsibilities: Performs concept exploration and assessment, systems integration, systems of systems integration, performance management, technology assessment, testing and validation related to Health IT. Development and staffing of a systems integration management plan related to Health IT. Supports other Engineers and Program Managers, as required. Analyzes and develops technical documentation detailing the integration and system performance. Coordinates the activities of system integration engineers assigned to specific systems integration projects. Acts as a lead in defining and executing integration engineering activities within a project. These activities may consist of concept exploration and assessment, systems integration, systems of systems integration, performance management, technology assessment, testing and validation, and development and staffing of a systems integration plan related to Health IT.

HIT System Engineer – Middle

SIN: 54151HEAL
Min Education: Masters
Min Years Experience: 1
Education Substitution: Bachelors with an additional 1 year of experience

Functional Responsibilities: Performs concept exploration and assessment, systems integration, systems of systems integration, performance management, technology assessment, testing and validation related to Health IT. Supports a Senior System Engineers, as required. Analyzes and develops technical documentation detailing the integration and system performance. May perform other duties as assigned. Under general supervision, defines and executes integration engineering activities within a project. These activities may consist of concept exploration and assessment, systems integration, systems of systems integration, performance management, technology assessment, testing and validation, and development and staffing of a systems integration plan related to Health IT.

HIT System Engineer – Junior

SIN: 54151HEAL
Min Education: Associates
Min Years Experience: 1

Functional Responsibilities: Supports concept exploration and assessment, systems integration, systems of systems integration, performance management, technology assessment, testing and validation related to Health IT. Supports other System Engineers, as required. Supports analysis and technical documentation detailing the integration and system performance. May perform other duties as assigned. Under general supervision, supports defining and
executing integration engineering activities within a project. These activities may consist of concept exploration and assessment, systems integration, systems of systems integration, performance management, technology assessment, testing and validation, and development and staffing of a systems integration plan related to Health IT.

**HIT Cyber Security Engineer – Senior**

**SIN:** 54151HEAL  
**Min Education:** Masters  
**Min Years Experience:** 2  
**Education Substitution:** Bachelors with an additional 2 years of experience  
**Functional Responsibilities:** Defines and executes cyber security activities within HIT Information Systems or Network enclave. Applies security policy and procedures, penetration testing, technical vulnerability assessment, security product implementation, and cyber threat assessments related to Health IT. Provides analytical and technical security recommendations to team members, oversight boards, and clients. Functions as the HIT information systems security lead during a security incident response. Assess technology for security monitoring, development, debugging, testing and support of the certification process. Implement and/or integrate security measures in information system(s) ensuring designs incorporate security configuration recommendations.

**HIT Cyber Security Engineer – Middle**

**SIN:** 54151HEAL  
**Min Education:** Bachelors  
**Min Years Experience:** 1  
**Education Substitution:** Associates with an additional 1 year of experience  
**Functional Responsibilities:** Executes information systems security in a computer or network system environment related to Health IT. Activities include evaluation of security requirements for assigned systems and facilities to ensure software releases, software development environments, assisting supported program managers and system owners in developing and maintaining POA&Ms and implementing mitigations for systems related to Health IT as required; ensure security features are built into the design architecture; identification, evaluation, and resolution of security technical and programmatic alternatives/issues for each system.

**HIT Cyber Security Engineer – Junior**

**SIN:** 54151HEAL
**Min Education:** Associates  
**Min Years Experience:** 1  
**Functional Responsibilities:** Assist in formulating and defining IA system scope and objectives through research to develop or modify information systems related to Health IT, prepares specifications from which programs may be written. Keeps abreast of new HIT information security policies and developments affecting the organization. Able to plan, manage and execute complex tasks.

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**HIT System Architect – Senior**

**SIN:** 54151HEAL  
**Min Education:** Masters  
**Min Years Experience:** 2  
**Education Substitution:** Bachelors with an additional 2 years of experience  
**Functional Responsibilities:** Provide architectural design, development, and deployment of the enterprise’s overall systems related to Health IT. Lead a team of systems architects to provide HIT architecture support. Develop and execute architecture strategies, feasibility studies, and integration analyses. Supervise and provide guidance in implementing various IT architecture. Able to independently gather and define the architecture requirements and ensure that the architectures are compatible and in compliance with the appropriate IT organization and project standards.

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**HIT System Architect – Middle**

**SIN:** 54151HEAL  
**Min Education:** Masters  
**Min Years Experience:** 1  
**Education Substitution:** Bachelors with an additional 2 years of experience  
**Functional Responsibilities:** Provide architectural design, development, and deployment of the enterprise’s overall systems related to Health IT. Develop and execute HIT architecture strategies, feasibility studies, and integration analyses. Able to independently gather and define the architecture requirements and ensure that the architectures are compatible and in compliance with the appropriate IT organization and project standards.

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**HIT System Architect – Junior**

**SIN:** 54151HEAL  
**Min Education:** Associates  
**Min Years Experience:** 1  
**Functional Responsibilities:** Provide system architecture support of applications related to Health IT. Support development of HIT network and technical
architectures for HIT applications. Support HIT architecture strategies, feasibility studies, and integration analysis. Support collection of the architecture requirements for architecture compliance with the appropriate IT organization and project standards.

HIT Subject Matter Expert – Functional I

SIN: 54151HEAL  
Min Education: Masters  
Min Years Experience: 1  
Education Substitution: Bachelors with an additional 1 year of experience  
Functional Responsibilities: Ability to define HIT problems and analyze and develop plans and requirements in the Health subject matter area for simple to moderately complex systems in the subject matter area. Ability to coordinate and manage the preparation of analysis, evaluations, and recommendations for proper implementation of Health IT programs and systems specifications in the areas of risk management; life-cycle management; policy development, methodologies, and modeling, and simulation in the HIT functional area.

HIT Subject Matter Expert – Functional II

SIN: 54151HEAL  
Min Education: Masters  
Min Years Experience: 2  
Education Substitution: Bachelors with an additional 1 year of experience  
Functional Responsibilities: Ability to define HIT problems and analyze and develop plans and requirements in the Health subject matter area for moderately complex to complex systems in the subject matter area. Ability to coordinate and manage the preparation of analysis, evaluations, and recommendations for proper implementation of IT programs and systems specifications in the areas of risk management; life-cycle management; policy development, methodologies, and modeling, and simulation in the HIT functional area.

HIT Subject Matter Expert – Functional III

SIN: 54151HEAL  
Min Education: Masters  
Min Years Experience: 3  
Education Substitution: Bachelors with an additional 1 year of experience  
Functional Responsibilities: Ability to provide managerial, and administrative direction for problem definition, analysis, requirements development and implementation for complex to extremely complex Health IT systems in the
subject matter area. Ability to make recommendations and advise on HIT system-wide improvements, risk management; automation, modeling and simulation, optimization and maintenance efforts in the HIT functional area.

HIT Subject Matter Expert – Technical I

**SIN:** 54151HEAL  
**Min Education:** Masters  
**Min Years Experience:** 1  
**Education Substitution:** Bachelors with an additional 1 year of experience  
**Functional Responsibilities:** Ability to define problems and analyze and develop plans and requirements in HIT for moderately complex Health IT systems. Ability to coordinate and manage the preparation of analysis, evaluations, and recommendations for proper implementation of HIT programs and systems specifications in any of the following specialties: Information Systems Architecture; Networking; Telecommunications; Automation; Communications Protocols; Risk Management/Electronic Analysis; Software; Life-Cycle Management; Software Development Methodologies; Modeling and Simulation, related to Health IT.

HIT Subject Matter Expert – Technical II

**SIN:** 54151HEAL  
**Min Education:** Masters  
**Min Years Experience:** 2  
**Education Substitution:** Bachelors with an additional 1 year of experience  
**Functional Responsibilities:** Ability to define the HIT problems and analyze and develop plans and requirements in the subject matter area for moderately complex to complex IT systems. Ability to coordinate and manage the preparation of analysis, evaluations, and recommendations for proper implementation of HIT programs and systems specifications in any of the following specialties: Information Systems Architecture; Networking; Telecommunications; Automation; Communications Protocols; Risk Management/Electronic Analysis; Software; Life-Cycle Management; Software Development Methodologies; Modeling and Simulation, related to Health IT.

HIT Subject Matter Expert – Technical III

**SIN:** 54151HEAL  
**Min Education:** Masters  
**Min Years Experience:** 3  
**Education Substitution:** Bachelors with an additional 1 year of experience
**Functional Responsibilities:** Ability to provide technical direction for problem definition, analysis, requirements development and implementation for complex to extremely complex HIT systems in the subject matter area. Ability to make recommendations and advise on organization-wide HIT system improvements, optimization or maintenance efforts in any of the following specialties: Information Systems Architecture; Networking; Telecommunications; Automation; Communications Protocols; Risk Management/Electronic Analysis; Software; Life-Cycle Management; Software Development Methodologies; Modeling and Simulation, related to Health IT.

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**HIT Test Manager**

**SIN:** 54151HEAL  
**Min Education:** Bachelors  
**Min Years Experience:** 1  
**Education Substitution:** Associates with an additional 2 years of experience  
**Functional Responsibilities:** Advise the HIT Program Managers about testing status of their respective HIT products being tested. Set priorities with schedule and testing personnel. May direct testing personnel in regard to any testing required. They may set priorities, establish and approve schedules. Provide testing subject matter expertise on business processes and policies and assistance concerning planning, execution and reporting of test events, related to Health IT.

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**HIT Test Specialist – Senior**

**SIN:** 54151HEAL  
**Min Education:** Bachelors  
**Min Years Experience:** 1  
**Education Substitution:** Associates with an additional 1 year of experience  
**Functional Responsibilities:** Develops test plans, develops individual test scenarios, executes test scenarios, documents test scenario results, and compiles Test Reports documenting the results of a set of individual test scenarios, related to Health IT.

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**HIT Test Specialist – Middle**

**SIN:** 54151HEAL  
**Min Education:** Associates  
**Min Years Experience:** 1  
**Functional Responsibilities:** Performs testing tasks such as contributing to the development of test plans, developing individual test scenarios, executing test scenarios, documenting test scenario results, and documenting the results of a set of individual test scenarios in a Test Report, related to Health IT.
HIT Test Specialist – Junior

SIN: 54151HEAL
Min Education: Associates
Min Years Experience: None
Education Substitution: None
Functional Responsibilities: Works with HIT project testing and quality assurance specialists in performing testing tasks such as developing individual test scenarios, executing test scenarios, documenting test scenario results, and/or contributing to the Test Report documenting the results of a set of individual test scenarios, related to Health IT.

HIT Quality Assurance Specialist – Senior

SIN: 54151HEAL
Min Education: Masters
Min Years Experience: 1
Education Substitution: Bachelors with an additional 2 years of experience
Functional Responsibilities: Defines the HIT project quality assurance plan and the associated procedures required for the implementation of that plan, including the definition of metrics to be used to measure the success of various facets of the project effort. Is responsible for ensuring that QA/test procedures are implemented and followed by the project team members, related to Health IT. Works with project management and development personnel to address and resolve quality issues such as software quality, data quality, or other such issues as they are identified. Collects data required for the computation of defined quality metrics, and calculates those measurements at defined project intervals. May provide technical leadership and guidance for a small team of quality assurance, configuration management, and/or testing specialists.

HIT Quality Assurance Specialist – Middle

SIN: 54151HEAL
Min Education: Bachelors
Min Years Experience: 1
Education Substitution: Associates with an additional 2 years of experience
Functional Responsibilities: Participates in the definition of the HIT project quality assurance plan and the associated procedures required for the implementation of that plan, including the definition of metrics to be used to measure the success of various facets of the project effort. Ensures that QA/test procedures are implemented and followed by the project team members, related to Health IT.
IT. Works with project management and development personnel to address and resolve quality issues such as software quality, data quality, or other such issues as they are identified, related to Health IT. Collects data required for the computation of defined quality metrics, and calculates those measurements at defined project intervals.

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**HIT Quality Assurance Specialist – Junior**

- **SIN:** 54151HEAL  
- **Min Education:** Associates  
- **Min Years Experience:** 1  
- **Functional Responsibilities:** Works with other quality assurance specialists in the performance of project quality assurance tasks, related to Health IT, including ensuring that QA procedures are implemented and followed by the project team members and in collecting data required for the computation of defined quality metrics, and calculating those measurements at defined project intervals.

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**HIT System Administrator – Senior**

- **SIN:** 54151HEAL  
- **Min Education:** Masters  
- **Min Years Experience:** 2  
- **Education Substitution:** Bachelors with an additional 2 years of experience  
- **Functional Responsibilities:** Responsible for maintaining specific systems within the HIT environment. As required, responsible for the maintenance, configuration, upkeep, and reliable operation of his/her assigned HIT systems, networks, storage, and cloud-based technologies. Develops standard operating procedures and runbooks for the HIT systems. Supports technologies or scripting languages used in the operation of the HIT systems.

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**HIT System Administrator – Middle**

- **SIN:** 54151HEAL  
- **Min Education:** Masters  
- **Min Years Experience:** 1  
- **Education Substitution:** Bachelors with an additional 1 year of experience  
- **Functional Responsibilities:** Responsible for maintaining specific systems within the HIT environment. As required, responsible for the maintenance, configuration, upkeep, and reliable operation of his/her assigned HIT systems, networks, storage, and cloud-based technologies. Supports the technologies or scripting languages used in the operation of the HIT systems.
HIT System Administrator – Junior

**SIN:** 54151HEAL  
**Min Education:** Associates  
**Min Years Experience:** 1  
**Functional Responsibilities:** Responsible for supporting specific tasks relating to the operations of HIT systems. Under direction, performs basic technical tasks relating to the upkeep, configuration, and reliable operation of HIT system, network, storage, and cloud-based technologies. Supports technologies used in the operation of the HIT system.

HIT Network Administrator – Senior

**SIN:** 54151HEAL  
**Min Education:** Associates  
**Min Years Experience:** 3  
**Functional Responsibilities:** Provides assistance in all aspects of network management from network design through implementation and the maintenance or upgrading of existing networks, related to Health IT. Analyzes, designs, specifies, documents, and implements communication system requirements to support the distributed functionality of a HIT software engineering environment. Provides technical support for, and coordinates, the installation, operation, and maintenance of telecommunication networks and systems, related to Health IT. May also coordinate the activities of a team of HIT network administrators.

HIT Network Administrator – Middle

**SIN:** 54151HEAL  
**Min Education:** Associates  
**Min Years Experience:** 1  
**Functional Responsibilities:** Works as a team member with other HIT network administrator in all aspects of network management, related to Health IT. Analyzes, designs, specifies, documents, and implements communication system requirements to support the distributed functionality of a HIT software engineering environment. Supports the installation, operation, and maintenance of telecommunication networks and systems, related to Health IT.
HIT Configuration Management Specialist – Senior

**SIN:** 54151HEAL  
**Min Education:** Masters  
**Min Years Experience:** 1  
**Education Substitution:** Bachelors with an additional 2 years of experience  
**Functional Responsibilities:** Defines the HIT project configuration management plan and devises configuration management procedures that implement the requirements of the HIT configuration management plan. Ensures that the project configuration management plan and procedures are implemented in the manner and spirit in which they were defined. Performs HIT configuration management tasks such as defining Configuration Items, tracking and recording approved changes to Configuration Items, and/or documenting the results of Configuration Control Board meetings. Also provides leadership and guidance for teams of configuration management specialists. These teams may support a single HIT project or multiple HIT projects. As a team leader, builds plans and schedules for assigned work.

HIT Configuration Management Specialist – Middle

**SIN:** 54151HEAL  
**Min Education:** Bachelors  
**Min Years Experience:** 1  
**Education Substitution:** Associates with an additional 1 year of experience  
**Functional Responsibilities:** Performs HIT configuration management tasks such as defining Configuration Items, tracking and recording approved changes to Configuration Items, and/or documenting the results of Configuration Control Board meetings.

HIT Configuration Management Specialist – Junior

**SIN:** 54151HEAL  
**Min Education:** Associates  
**Min Years Experience:** 1  
**Functional Responsibilities:** Performs HIT configuration management tasks such as defining Configuration Items, tracking and recording approved changes to Configuration Items, and/or documenting the results of Configuration Control Board meetings.
### HIT Project Control Planner – Senior

**SIN:** 54151HEAL  
**Min Education:** Masters  
**Min Years Experience:** 1  
**Education Substitution:** Bachelors with an additional 1 year of experience  
**Functional Responsibilities:** Develops a roadmap for the proper execution of HIT projects. Establishes and achieves clearly defined HIT project milestones and maintaining clear lines of communication, which provides required oversight and improving team effort. Schedules “work breakdown structure”, allowing team members to understand complex projects in terms of simple achievable tasks, and assigning these tasks to the relevant personnel and establishing the time, money and other resource constraints for each task.

### HIT Project Control Specialist

**SIN:** 54151HEAL  
**Min Education:** Bachelors  
**Min Years Experience:** 1  
**Education Substitution:** Associates with an additional 1 year of experience  
**Functional Responsibilities:** Direct all financial management and administrative activities, such as budgeting, manpower and resource planning and financial reporting, related to Health IT. Perform evaluations of existing procedures, processes, techniques, models, and/or systems related to management problems or contractual issues, reports and recommends solutions, related to Health IT. Develop work breakdown structures, prepare charts, tables, graphs, and diagrams to assist in analyzing problems. Provide daily supervision and direction to admin staff.

### HIT Technical Writer – Senior

**SIN:** 54151HEAL  
**Min Education:** Bachelors  
**Min Years Experience:** 2  
**Education Substitution:** Associates with an additional 1 year of experience  
**Functional Responsibilities:** Provides a variety of documentation support services to a HIT project, including assisting technical staff in ascertaining content, organization, and format of HIT technical documentation; writing HIT technical documentation with input from technical personnel; editing documentation
HIT Technical Writer – Junior

SIN: 54151HEAL  
Min Education:  Associates  
Min Years Experience:  1  
Functional Responsibilities:  Works with other technical writers providing a variety of documentation support services to a HIT project, including assisting technical staff in ascertaining content, organization, and format of HIT technical documentation; writing HIT technical documentation with input from technical personnel; editing documentation written by others for grammar, spelling, coherence, and clarity; and coordinating production of documentation.

HIT Training Manager

SIN: 54151HEAL  
Min Education:  Bachelors  
Min Years Experience:  4  
Functional Responsibilities:  Develops, implements and provides oversight of HIT policies and procedures. Serves as a consultant or coordinator in the management of HIT programs and projects. Provides subject matter expertise and advice on HIT program management. Act as a liaison; establishing contacts and interacting with entities within an organization to accomplish HIT program goals. Fluent in oral and written English. Responsible for overall project management of the contract. Responsible for providing support for the above-mentioned experience requirements, related to Health IT. Responsible for supporting the Program Manager in interviewing, hiring, and training contractor employees.

HIT Training Specialist – Senior

SIN: 54151HEAL  
Min Education:  Bachelors  
Min Years Experience:  4  
Education Substitution:  Associates with an additional 1 year of experience  
Functional Responsibilities:  Provides formal and informal implementation guidance, integration, and change management support tasks (on the job training, formal and informal classroom and over the shoulder training) to support functional users requiring assistance in implementing, using, and integrating Health IT systems and its increments into the business process. Provides HIT functional support and perform system status checks as needed during trouble
ticket resolution. Fluent in oral and written English. Supports adult education methodologies and instructing using several methodologies, to include; demonstration-performance, lecture, case study, teaching interviews, guided discussion, and virtual training environments. Responsible for providing training support for various products/applications supported by the program, related to Health IT.

**HIT Training Specialist – Middle**

**SIN:** 54151HEAL  
**Min Education:** Bachelors  
**Min Years Experience:** 2  
**Education Substitution:** Associates with an additional 1 year of experience  
**Functional Responsibilities:** Provides formal and informal implementation guidance, integration, and change management support tasks (on the job training, formal and informal classroom and over the shoulder training) to support functional users requiring assistance in implementing, using, and integrating HIT systems and it’s increments into the business process. Provides HIT functional support and perform system status checks as needed during trouble ticket resolution. Fluent in oral and written English. Supports adult education methodologies and instructing using several methodologies, to include; demonstration-performance, lecture, case study, teaching interviews, guided discussion, and virtual training environments. Responsible for providing training support for various products/applications supported by the program, related to Health IT.

**HIT Training Specialist – Junior**

**SIN:** 54151HEAL  
**Min Education:** Associates  
**Min Years Experience:** 1  
**Functional Responsibilities:** Supports formal and informal implementation guidance, integration, and change management support tasks (on the job training, formal and informal classroom and over the shoulder training) to support functional users requiring assistance in implementing, using, and integrating HIT systems and it’s increments into the business process. Provides HIT functional support and perform system status checks as needed during trouble ticket resolution. Fluent in oral and written English. Supports providing training for various products/applications supported by the program, related to Health IT.

2. **Maximum order:** SINs 54151S and 54151HEAL = $ 500,000.00; SIN OLM = $ 250,000.00 (please visit https://www.gsa.gov/olm for more information)  
3. **Minimum order:** $ 100.00  
4. **Geographic coverage (delivery area):** Domestic Delivery (48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. territories.)
5. Point(s) of production (city, county, and State or foreign country): Leesburg, Loudon County, VA, US

6. Discount from list prices or statement of net price: All prices contained herein are NET GSA prices

7. Quantity discounts: None

8. Prompt payment terms: 1% Net 10; "Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions."

9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold: Accepted

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: Accepted

10. Foreign items (list items by country of origin): N/A

11a. Time of delivery: As Negotiated Between Contractor and Ordering Agency

11b. Expedited Delivery: Contact Contractor

11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor


When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

12. F.O.B. point(s): Destination

13a. Ordering address(es): NavX Consulting, LLC, 722 E Market Street, Suite 102, Leesburg, VA 20176

13b. 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.

14. Payment address(es): NavX Consulting, LLC, 722 E Market Street, Suite 102, Leesburg, VA 20176. Warranty provision: N/A

15. Warranty provision: N/A

16. Export packing charges, if applicable: N/A

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): N/A

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

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

20a. Terms and conditions for any other services (if applicable): **N/A**

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

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

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

24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): **N/A**

24b. 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/.

25. Data Universal Number System (DUNS) number: **080731328**

26. Notification regarding registration in System for Award Management (SAM) database: **System for Award Management (SAM) registration is active and current**