Services Offered (re: 47QTCA18D008V)

GSA MAS, re Schedule 2803-70 (or “70”):
“General Purpose Commercial Information Technology Equipment, Software and Services”

Special Item Number (SIN): 132 51

International Association of Virtual Organizations, Inc. (IAVO), [DBA “IAVO Research and Scientific”]

Durham, NC  27707
919-433-2400

Date Prepared: April 2018
Services Offered
Subject: GSA MAS Application, re Schedule 2803-70 (or “70”): “General Purpose Commercial Information Technology Equipment, Software and Services”
Contract: 47QTCA18D008V

Table of Contents

Company Information ........................................................................................................................................... 3
Contract Information ................................................................................................................................................ 3
Terms and Conditions ....................................................................................................................................... 4
  1. Scope ................................................................................................................................................................. 4
  2. Performance Incentives I-FSS-60 Performance Incentives (April 2000) ......................................................... 4
  3. Order ................................................................................................................................................................. 4
  4. Performance of Services ..................................................................................................................................... 4
  5. Stop-Work Order (Far 52.242-15) (Aug 1989)................................................................................................. 5
  6. Inspection of Services ....................................................................................................................................... 5
  7. Responsibilities of the Contractor ...................................................................................................................... 6
  8. Responsibilities of the Ordering Activity .......................................................................................................... 6
  9. Independent Contractor .................................................................................................................................. 6
 10. Organizational Conflicts of Interest ............................................................................................................. 6
 11. Invoices ........................................................................................................................................................... 7
 12. Payments ......................................................................................................................................................... 7
 13. Resumes .......................................................................................................................................................... 7
 14. Incidental Support Costs .................................................................................................................................. 7
 15. Approval of Subcontracts ................................................................................................................................ 8
 16. Description of IT Professional Services and Pricing .................................................................................. 8
Labor Categories, Descriptions, and Price List ................................................................................................. 8
  1. Price Listing ...................................................................................................................................................... 8
  2. Labor Categories and Descriptions .................................................................................................................. 9

International Association of Virtual Organizations, Inc. (IAVO), [DBA “IAVO Research and Scientific”]
Services Offered:
- GSA MAS, re Schedule 2803-70 (or “70”)
- “General Purpose Commercial Information Technology Equipment, Software and Services”
- SIN 132 51
Services Offered
Subject: GSA MAS Application, re Schedule 2803-70 (or “70”): “General Purpose Commercial Information Technology Equipment, Software and Services”
Contract: 47QTCA18D008V

Company Information

- Name: International Association of Virtual Organizations, Inc. (IAVO), [DBA “IAVO Research and Scientific”]
- Address:
  - 4011 University Dr., Ste. 204
  - Durham, NC 27707
- Phone: 919-433-2400
- Web address: www.iavo-rs.com
- Primary point of contact:
  - Matthew Heric, CEO
  - Phone: 919-433-2400
  - Email: <mheric@iavo-rs.com>

Summary: Founded in 2000, IAVO offers a unique blend of technical and business knowledge. We serve as a sciences and software development firm, focusing on the domain thrusts: (1) advanced geospatial science with emphases on visual processing, image processing, photogrammetry, and advanced visualization; (2) complex quantitative sciences, advanced analytics, and linear structures; and (3) dynamic power management. Thus, our expertise covers a range of proven and emerging technologies in both theoretical and applied sciences for government, private industry, and academia. Among these, IAVO has been actively involved, as the prime, in support to the U.S. Government (USG). Therein, most support activities were/are for the U.S. Department of Defense (DoD) and the National Aeronautics and Space Administration (NASA). Thus, we prepared this submission to offer services as per SIN: 132 51. This stated SIN fully align with our past performance and experience and likewise match our continuing technical corporate trust(s).

IAVO maintains a complete suite of software tools. Microsoft® Visual Studio® is the primary software development tool with output in C#, C++, and C for later integration. We maintain instruments for prototyping, testing, and integration (e.g., various single and multi-processor workstations) with multiple operating systems (e.g., Windows.x®, UNIX, and Linux). All personnel have full access to the appropriate facilities and tools necessary to execute widely variant programs and as support requirements emerge. Likewise, in terms of personnel, we are located centrally to three major universities (e.g., Duke, NC State, and UNC) and recruiting qualified staff has historically been rather straightforward.

Contract Information

- Contract number = 47QTCA18D008V
- Schedule number = Schedule 2803-70 (or “70”)
  - Description = “General Purpose Commercial Information Technology Equipment, Software and Services”
- Special Item Number (SIN) = 132 51
  - Description = “Information technology professional services and general purpose commercial information technology equipment, software and services”

International Association of Virtual Organizations, Inc. (IAVO), [DBA “IAVO Research and Scientific”]
Services Offered:
- GSA MAS, re Schedule 2803-70 (or “70”)
- “General Purpose Commercial Information Technology Equipment, Software and Services”
- SIN 132 51
Terms and Conditions

The following terms and conditions provided in the subsections below are stated and offered herein as per GSA.

1. **Scope**

   a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT Professional Services within the scope of this Information Technology Schedule.

   b. IAVO (i.e., the “Contractor”) shall provide services at the Contractor’s facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.


   a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract.

   b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.

   c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity’s mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

3. **Order**

   a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 (Deviation – May 2003) Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.

   b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

4. **Performance of Services**

   a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.

c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.

d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

5. Stop-Work Order (Far 52.242-15) (Aug 1989)

a. The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-

1. Cancel the stop-work order; or
2. Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

b. If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-

1. The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
2. The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

c. If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

d. If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

6. Inspection of Services

In accordance with FAR 52.212-4 CONTRACT TERMS AND CONDITIONS--COMMERCIAL ITEMS (MAR 2009) (DEVIATION I - FEB 2007) for Firm-Fixed Price orders and FAR 52.212-4 CONTRACT

International Association of Virtual Organizations, Inc. (IAVO), [DBA “IAVO Research and Scientific”]

Services Offered:
- GSA MAS, re Schedule 2803-70 (or “70”)
- “General Purpose Commercial Information Technology Equipment, Software and Services”
- SIN 132 51
Services Offered
Subject: GSA MAS Application, re Schedule 2803-70 (or “70”): “General Purpose Commercial Information Technology Equipment, Software and Services”
Contract: 47QTCAT18D008V


7. Responsibilities of the Contractor

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Dec 2007) Rights in Data – General, may apply.

8. Responsibilities of the Ordering Activity

Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite IT Professional Services.

9. Independent Contractor

All IT Professional Services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the ordering activity.

10. Organizational Conflicts of Interest

a. Definitions.

“Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

“Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might
otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

11. Invoices

The Contractor, upon completion of the work ordered, shall submit invoices for IT Professional Services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

12. Payments

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition. As prescribed in 16.601(e)(3), insert the following provision:

a. The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.

b. The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—

1. The offeror;
2. Subcontractors; and/or
3. Divisions, subsidiaries, or affiliates of the offeror under a common control.

13. Resumes

Resumes shall be provided to the GSA Contracting Officer or the user ordering activity upon request.

14. Incidental Support Costs

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering activity in accordance with the guidelines set forth in the FAR.
Services Offered
Subject: GSA MAS Application, re Schedule 2803-70 (or “70”): “General Purpose Commercial Information Technology Equipment, Software and Services”
Contract: 47QTCA18D008V

15. Approval of Subcontracts

The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

16. Description of IT Professional Services and Pricing

a. The Contractor shall provide a description of each type of IT Service offered under Special Item Numbers 132-51 IT Professional Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.

b. Pricing for all IT Professional Services shall be in accordance with the Contractor’s customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices, minimum general experience and minimum education.

The following is an example of the manner in which the description of a commercial job title should be presented:

EXAMPLE: Commercial Job Title: System Engineer

- Minimum/General Experience: Three (3) years of technical experience which applies to systems analysis and design techniques for complex computer systems. Requires competence in all phases of systems analysis techniques, concepts and methods; also requires knowledge of available hardware, system software, input/output devices, structure and management practices.
- Functional Responsibility: Guides users in formulating requirements, advises alternative approaches, conducts feasibility studies.
- Minimum Education: Bachelor’s Degree in Computer Science

Labor Categories, Descriptions, and Price List

1. Price Listing

The following table represents the current price listing as per the GSA agreement (re: 47QTCA18D008V).

<table>
<thead>
<tr>
<th>Service (e.g. Job Title / Task)</th>
<th>Unit of Issue</th>
<th>Price Offered to GSA (including IFF of 0.75%)</th>
<th>Quantity Volume Discount (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operations Lead</td>
<td>Hour</td>
<td>$162.08</td>
<td>-2.19% for individual Task Orders (TO) $75,000 and/or greater</td>
</tr>
</tbody>
</table>

International Association of Virtual Organizations, Inc. (IAVO), [DBA “IAVO Research and Scientific”]
Services Offered:
- GSA MAS, re Schedule 2803-70 (or “70”)
- “General Purpose Commercial Information Technology Equipment, Software and Services”
- SIN 132 51
Services Offered
Subject: GSA MAS Application, re Schedule 2803-70 (or “70”): “General Purpose Commercial Information Technology Equipment, Software and Services”
Contract: 47QTC18D008V

<table>
<thead>
<tr>
<th>Technology Lead</th>
<th>Hour</th>
<th>$162.08</th>
<th>-2.19% for individual TO $75,000 and/or greater</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Manager</td>
<td>Hour</td>
<td>$149.22</td>
<td>-2.19% for individual TO $75,000 and/or greater</td>
</tr>
<tr>
<td>IT Scientist</td>
<td>Hour</td>
<td>$123.49</td>
<td>-2.19% for individual TO $75,000 and/or greater</td>
</tr>
<tr>
<td>IT Engineer</td>
<td>Hour</td>
<td>$136.35</td>
<td>-2.19% for individual TO $75,000 and/or greater</td>
</tr>
<tr>
<td>Systems Architect</td>
<td>Hour</td>
<td>$136.35</td>
<td>-2.19% for individual TO $75,000 and/or greater</td>
</tr>
<tr>
<td>Software Developer</td>
<td>Hour</td>
<td>$123.49</td>
<td>-2.19% for individual TO $75,000 and/or greater</td>
</tr>
<tr>
<td>Associate Software Developer</td>
<td>Hour</td>
<td>$97.76</td>
<td>-2.19% for individual TO $75,000 and/or greater</td>
</tr>
<tr>
<td>Software Engineer</td>
<td>Hour</td>
<td>$123.49</td>
<td>-2.19% for individual TO $75,000 and/or greater</td>
</tr>
<tr>
<td>Associate Software Engineer</td>
<td>Hour</td>
<td>$97.76</td>
<td>-2.19% for individual TO $75,000 and/or greater</td>
</tr>
<tr>
<td>Associate Software Engineer</td>
<td>Hour</td>
<td>$72.04</td>
<td>-2.19% for individual TO $75,000 and/or greater</td>
</tr>
</tbody>
</table>

2. Labor Categories and Descriptions

These “categories” provided herein are currently on record at IAVO. As such, together, they represent the job descriptions for existing positions with the company.

Employees will be classified based upon the descriptive measures as per their current position and pay level. New categories may be added from time to time at the discretion of the corporate management.

Every employee must review, understand, and agree to the content herein. A signature acknowledgement (provided separately) is required in this regard, and this acknowledgement will be stored in the human resource files respectively.

International Association of Virtual Organizations, Inc. (IAVO), [DBA “IAVO Research and Scientific”]

Services Offered:
- GSA MAS, re Schedule 2803-70 (or “70”)
- “General Purpose Commercial Information Technology Equipment, Software and Services”
- SIN 132 51
Through periodic employee evaluation procedures conducted by management, any employee(s) failing to meet the job description requirements for his/her respective level and category may face reclassification to a level more compatible with his/her skill set and performance.

The following categories are currently on record at IAVO. These represent areas of expertise and job function within the corporate structure relevant to the GSA submission herein. As such, they serve as job titles and are largely based on experience and background. Most titles imply certain association with the levels described above; although the relationships between the categories and levels are not necessarily fully correlated.

Descriptions and experience backgrounds for the IT-themed categories are provided below:

**Management, Oversight, and Approvals**

- **Operations Lead**
  - Lead of operations for IT;
  - This person is responsible for all IT engineering and technical oversight as well as project delivery approval therein;
  - This position is defined by the requirements established by the corporate Board of Directors and the CEO;
  - Minimum Experience: 10 years of relevant experience; and
  - Minimum Education: Bachelor’s degree.

- **Technology Lead**
  - Lead of technology for IT;
  - This person is responsible for all IT software and architecture oversight as well as project delivery approval therein;
  - This position is defined by the requirements established by the corporate Board of Directors and the CEO;
  - Minimum Experience: 10 years of relevant experience; and
  - Minimum Education: Bachelor’s degree.

- **Project Manager**
  - Assists the Vice President;
  - Responsible for day-to-day IT project direction and coordination and may include involvement in IT technical work, as needed;
  - Minimum Experience: 20 years of relevant experience; and
  - Minimum Education: Bachelor’s degree.

- **Science**
  - IT Scientist
    - Works with Division Director(s)/Senior Scientist(s) in support of scientific IT activities;
    - Responsible for designing, undertaking and analyzing information from controlled investigations, experiments and trials;
    - Must possess good communication skills;

International Association of Virtual Organizations, Inc. (IAVO), [DBA “IAVO Research and Scientific”]

**Services Offered:**

- GSA MAS, re Schedule 2803-70 (or “70”)
- “General Purpose Commercial Information Technology Equipment, Software and Services”
- SIN 132 51
Services Offered
Subject: GSA MAS Application, re Schedule 2803-70 (or “70”): “General Purpose Commercial Information Technology Equipment, Software and Services”
Contract: 47QTC1A18D008V

- Must remain technically current relative to ongoing corporate initiatives and projects and on as-needed bases;
- May be responsible for task management;
- Minimum Experience: 5 years of relevant experience; and
- Minimum Education: Bachelor’s degree.

- **Engineering**
  - IT Engineer
    - Works with Division Director(s)/Senior Engineer(s) in support of engineering activities;
    - Works with computer hardware, software, and networking tools;
    - Works to develop, test, install, configure, and troubleshoot computer hardware and software;
    - Works to create proper documentation, diagrams, and other detailed instructions;
    - Must possess good communication skills;
    - Must remain technically current relative to ongoing corporate initiatives and projects and on as-needed bases;
    - Must be covered at least 80% on direct labor (i.e., billable hours) and 20% overhead (i.e., indirect hours);
    - Expected to participate in new business and sales activities as defined herein;
    - May be responsible for task management;
    - Minimum Experience: 5 years of relevant experience; and
    - Minimum Education: Bachelor’s degree.

- **Systems Architecture**
  - Systems Architect
    - Works with Division Director(s)/Senior Systems Architect(s) in support of systems activities;
    - Responsible for the architectural design, development, and deployment of an enterprise's overall systems;
    - Defines system solutions based on user/client needs, cost, and required integration with existing applications, systems, or platforms;
    - Must possess good communication skills;
    - Must remain technically current relative to ongoing corporate initiatives and projects and on as-needed bases;
    - Must be covered at least 80% on direct labor (i.e., billable hours) and 20% overhead (i.e., indirect hours);
    - Expected to participate in new business and sales activities as defined herein;
    - May be responsible for task management;
    - Minimum Experience: 5 years of relevant experience; and
    - Minimum Education: Bachelor’s degree.

- **Software**
  - Software Developer
    - Works with Division Director(s)/Senior Software Developer(s) in support of software development activities;

International Association of Virtual Organizations, Inc. (IAVO), [DBA “IAVO Research and Scientific”]

Services Offered:
- GSA MAS, re Schedule 2803-70 (or “70”)
- “General Purpose Commercial Information Technology Equipment, Software and Services”
- SIN 132 51
Services Offered
Subject: GSA MAS Application, re Schedule 2803-70 (or “70”): “General Purpose Commercial Information Technology Equipment, Software and Services”
Contract: 47QTCA18D008V

- Has expertise in current computer hardware and software;
- Has the ability to use one or more development language and
  - Reviews current systems,
  - Presents ideas for system improvements, including cost proposals,
  - Works closely with analysts, designers and staff,
  - Produces detailed specifications and writing the program codes, and
  - Tests the software in controlled, real situations before going live;
- Must possess good communication skills;
- Must remain technically current relative to ongoing corporate initiatives and projects and on as-needed bases;
- Must be covered at least 80% on direct labor (i.e., billable hours) and 20% overhead (i.e., indirect hours);
- Expected to participate in new business and sales activities as defined herein;
- May be responsible for task management;
- Minimum Experience: 5 years of relevant experience; and
- Minimum Education: Bachelor’s degree.

- Associate Software Developer
  - Works with Division Director(s)/Senior Software Developer(s) in support of software development activities;
  - Has expertise in current computer hardware and software;
  - Has the ability to use one or more development language and
    - Reviews current systems,
    - Presents ideas for system improvements, including cost proposals,
    - Works closely with analysts, designers and staff,
    - Produces detailed specifications and writing the program codes, and
    - Tests the software in controlled, real situations before going live;
  - Must possess good communication skills;
  - Must remain technically current relative to ongoing corporate initiatives and projects and on as-needed bases;
  - Must be covered at least 80% on direct labor (i.e., billable hours) and 20% overhead (i.e., indirect hours);
  - Minimum Experience: 5 years of relevant experience; and
  - Minimum Education: Bachelor’s degree.

- Software Engineer
  - Works with Division Director(s)/Senior Software Engineer(s) in support of software development activities;
  - Specializes in networks, operating systems, databases or applications;
  - Has the ability to use one or more development language and
    - Reviews current systems,
    - Presents ideas for system improvements, including cost proposals,
    - Works closely with analysts, designers and staff,
    - Produces detailed specifications and writing the program codes, and
    - Tests the software in controlled, real situations before going live;
  - Must possess good communication skills;
Services Offered
Subject: GSA MAS Application, re Schedule 2803-70 (or “70”): “General Purpose Commercial Information Technology Equipment, Software and Services”
Contract: 47QTC18D008V

- Must remain technically current relative to ongoing corporate initiatives and projects and on as-needed bases;
- Must be covered at least 80% on direct labor (i.e., billable hours) and 20% overhead (i.e., indirect hours);
- Expected to participate in new business and sales activities as defined herein;
- May be responsible for task management;
- Minimum Experience: 10 years of relevant experience; and
- Minimum Education: Bachelor’s degree.

Associate Software Engineer
- Works with Division Director(s)/Senior Software Engineer(s) in support of software development activities;
- Specializes in networks, operating systems, databases or applications;
- Has the ability to use one or more development language and
  - Reviews current systems,
  - Presents ideas for system improvements, including cost proposals,
  - Works closely with analysts, designers and staff,
  - Produces detailed specifications and writing the program codes, and
  - Tests the software in controlled, real situations before going live;
- Must possess good communication skills;
- Must remain technically current relative to ongoing corporate initiatives and projects and on as-needed bases;
- Must be covered at least 80% on direct labor (i.e., billable hours) and 20% overhead (i.e., indirect hours);
- Minimum Experience: 5 years of relevant experience; and
- Minimum Education: Bachelor’s degree.