Note 1: All non-professional labor categories must be incidental to and used solely to support hardware, software and/or professional services, and cannot be purchased separately.

Note 2: Offerors and Agencies are advised that the Group 70 – Information Technology Schedule is not to be used as a means to procure services which properly fall under the Brooks Act. These services include, but are not limited to, architectural, engineering, mapping, cartographic production, remote sensing, geographic information systems, and related services. FAR 36.6 distinguishes between mapping services of an A/E nature and mapping services which are not connected nor incidental to the traditionally accepted A/E Services.

Note 3: This solicitation is not intended to solicit for the reselling of IT Professional Services, except for the provision of implementation, maintenance, integration, or training services in direct support of a product. Under such circumstances the services must be performed by the publisher or manufacturer or one of their authorized agents.

KILIUDA CONSULTING, LLC
2702 DENALI STREET
SUITE 106
ANCHORAGE, AK 99503
PHONE: 907.278.6100 FAX: 907.222.2760
www.kiliuda.com

Contract Number: 47QTC18D0092
Period Covered by Contract: March 20, 2018 – March 19, 2023

General Services Administration
Federal Acquisition Service

Pricelist current through Modification #PS-A826 Refresh 5, dated 11/18/2020.

All IT Professional Services and ordering information in this Authorized FSS MAS Schedule Pricelist are also available on the GSA Advantage! System (http://www.gsaadvantage.gov).
CUSTOMER INFORMATION:

1. Awarded Special Item Number(s):

<table>
<thead>
<tr>
<th>SIN</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151S</td>
<td>Information Technology (IT) Professional Services</td>
</tr>
</tbody>
</table>

1b. Identification of the lowest priced labor category description, job title # and hourly rate awarded under the contract is:

<table>
<thead>
<tr>
<th>Job Title #</th>
<th>Labor Category Description</th>
<th>GSA Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>HelpDesk &amp; On-Site Support Technician I</td>
<td>The HelpDesk and On-Site Support Technician I provides both phone support and in-person support to online users for E-mail, file directories, and Windows desktop applications. This position serves as point of contact for troubleshooting network connections and applications, PC hardware/software and printer problems--remotely and desk-side. The HelpDesk and On-Site Support Technician I has knowledge of PC operating systems, as well as networking and email standards. Some hands-on experience providing hardware and software troubleshooting at the user’s desktop. This position requires a minimum of one year of experience that includes knowledge of PC operating systems, as well as networking and email standards. Some hands-on experience providing hardware and software troubleshooting at the user’s desktop.</td>
<td>$32.49</td>
</tr>
</tbody>
</table>

1c. Labor Category Descriptions of all corresponding commercial job titles, experience, functional responsibility and education are outlined on Pages 13-26 within this pricelist.

2. Maximum Order: $500,000 per SIN – For SIN 54151S

3. Minimum Order: $100

4. Geographic Scope of Coverage: The Geographic Scope of Coverage is Domestic Delivery. This is delivery within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. Territories. Domestic delivery also includes a port or consolidation point, within the aforementioned areas, for orders received from overseas activities.

5. Quantity Discount: Dollar Volume -- .5% for single task or purchase orders that equal or exceed $250,000.
6. **Prompt Payment Terms:** None Offered

7. **Government Purchase Cards:** Government Purchase Cards will be accepted however no additional discounts will apply under the contract.

8. **Government Educational Institutional Discounts:** The Government Educational Institutions are offered the same types of discounts and concessions under this contract as all other Government customers.

9. **Foreign Items:** No foreign items are awarded under this contract.

10. **Normal Delivery Terms** – As negotiated between Kiliuda and the Ordering Activity

11b. **Expedited Delivery Terms:** As Negotiated between Kiliuda and the Ordering Activity

11c. **Overnight/2-Day Delivery Terms:** As negotiated between Kiliuda and the Ordering Activity

11d. **Urgent Requirements:** When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering activity, ordering activities 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 activity, 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.

11. **FOB Point:** Destination

12. **Ordering Address:** Kiliuda Consulting LLC  
Attn: GSA Orders  
2702 DENALI STREET SUITE 106  
ANCHORAGE, AK 99503

13. **Payment Address:** Kiliuda Consulting LLC  
Attn: Accounts Receivable  
2702 DENALI STREET SUITE 106  
ANCHORAGE, AK 99503

14. **Warranty/Guarantee Provisions:** All services performed under this contract will be guaranteed to be completed in a satisfactory workmanlike manner as delineated with this Authorized FSS MAS Schedule Pricelist.

15. **Export Packing Charges:** Export Packing is not offered under this contract.

16. **List of Participating Dealers:** Kiliuda does not authorize any participating dealers under this contract.
17. **Environmental Attributes** (e.g., recycled content, energy efficiency, and/or reduced pollutants): Not Applicable

18. **Section 508 Compliance**: Contact Kiliuda for Section 508 compliance information. The EIT standards can be found at: http://www.section508.gov

19. **Liability For Injury or Damage**: The Contractor shall not be liable for any injury to ordering activity personnel or damage to ordering activity property arising from the use of equipment maintained by the Contractor, unless such injury or damage is due to the fault or negligence of the Contractor.

20. **Data Universal Numbering System (DUNS) Number**: 966809928

20a. **Taxpayer Identification Number (TIN)**: 27-4578048

20b. **Business Size**: Small Business Concern

20c. **CAGE Code**: 69DN7

20d. Kiliuda is currently registered within the System for Award Management (SAM) database.

21. **Trade Agreements Act of 1979, as Amended**: All items are U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.

22. **Ordering Procedures for Federal Supply Schedule Contracts**: Ordering activities shall use the ordering procedures of Federal Acquisition Regulation (FAR) 8.405 when placing an order or establishing a BPA for supplies or services. These procedures apply to all schedules.
   a. FAR 8.405-1 Ordering procedures for supplies, and services not requiring a statement of work.
   b. FAR 8.405-2 Ordering procedures for services requiring a statement of work.

23. **Federal Information Technology Telecommunications Standards Requirements**: Ordering activities acquiring products from this Schedule must comply with the provisions of the Federal Standards Program, as appropriate (reference: NIST Federal Standards Index). Inquiries to determine whether or not specific products listed herein comply with Federal Information Processing Standards (FIPS) or Federal Telecommunication Standards (FED-STDs), which are cited by ordering activities, shall be responded to promptly by the Contractor.

24. **Federal Information Processing Standards Publications (FIPS PUBS)**: Information Technology products under this Schedule that do not conform to Federal Information Processing Standards (FIPS) should not be acquired unless a waiver has been granted in accordance with the applicable "FIPS Publication." Federal Information Processing Standards Publications (FIPS PUBS) are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Information concerning their availability and applicability should be obtained from the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, Virginia 22161. FIPS PUBS include voluntary standards when these are adopted for Federal use. Individual orders for FIPS PUBS should be referred to the NTIS Sales Office, and orders for subscription service should be referred to the NTIS Subscription Officer, both at the above address, or telephone number (703) 487-4650.

25. **Federal Telecommunication Standards (FED-STDs)**: Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDs) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of
26. Contractor Tasks/Special Requirements (C-FSS-370) (NOV 2003):

(a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.

(b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub. L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. Travel in performance of a task order will only be reimbursable to the extent authorized by the ordering agency. The Industrial Funding Fee does NOT apply to travel and per diem charges.

(c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.

(d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.

(e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.

(f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor’s participation in such order may be restricted in accordance with FAR Part 9.5.

(g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency’s order.

(h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency’s order.

(i) Government-Furnished Property: As specified by the agency’s order, the Government may provide property, equipment, materials or resources as necessary.

(j) Availability of Funds: Many Government agencies’ operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government’s obligation on orders placed under this contract is contingent upon
the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.

(k) Overtime: For professional services, the labor rates in the Schedule should not vary by virtue of the Contractor having worked overtime. For services applicable to the Service Contract Act (as identified in the Schedule), the labor rates in the Schedule will vary as governed by labor laws (usually assessed a time and a half of the labor rate).

27. **Contract Administration for Ordering Activities:** Any ordering activity, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the ordering activity's convenience, and (m) Termination for Cause (See 52.212-4)

28. **GSA Advantage!** GSA Advantage! is an on-line, interactive electronic information and ordering system that provides on-line access to vendors' schedule prices with ordering information. GSA Advantage! will allow the user to perform various searches across all contracts including, but not limited to:

   (1) Manufacturer;
   (2) Manufacturer's Part Number; and
   (3) Product categories.

Agencies can browse GSA Advantage! by accessing the Internet World Wide Web utilizing a browser (ex.: NetScape). The Internet address is [http://www.gsaadvantage.gov](http://www.gsaadvantage.gov)

29. **Purchase of Open Market Items:** Note: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. ODCs (Other Direct Costs) are not part of this contract and should be treated as open market purchases. Ordering Activities procuring open market items must follow FAR 8.402(f).

For administrative convenience, an ordering activity contracting officer may add items not on the Federal Supply Multiple Award Schedule (MAS) -- referred to as open market items -- to a Federal Supply Schedule blanket purchase agreement (BPA) or an individual task or delivery order, only if:

   (1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));
   (2) The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;
   (3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and
   (4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

30. **Contractor Commitments, Warranties and Representations:**

   a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:

      (1) Time of delivery/installation quotations for individual orders;
(2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/ service/software package submitted in response to requirements which result in orders under this schedule contract.

(3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.

b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.

31. Overseas Activities: The terms and conditions of this contract shall apply to all orders for installation, maintenance and repair of equipment in areas listed in the pricelist outside the 48 contiguous states and the District of Columbia, except as indicated below:

None

Upon request of the Contractor, the ordering activity may provide the Contractor with logistics support, as available, in accordance with all applicable ordering activity regulations. Such ordering activity support will be provided on a reimbursable basis and will only be provided to the Contractor's technical personnel whose services are exclusively required for the fulfillment of the terms and conditions of this contract.

32. Blanket Purchase Agreements (BPAs): The use of BPAs under any schedule contract to fill repetitive needs for supplies or services is allowable. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPA and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). Ordering activities shall follow FAR 8.405-3 when creating and implementing BPA(s).

33. Contractor Team Arrangements: Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74, Industrial Funding Fee and Sales Reporting, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

34. Installation, Deinstallation, Reinstallation: The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of $2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall received less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds $2,000, then the requirements of the Davis-Bacon Act applies.

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 33411 or 33411REF.
35. **Prime Contractor Ordering from Federal Supply Schedules**: Prime Contractors (on cost reimbursement contracts) placing orders under Federal Supply Schedules, on behalf of an ordering activity, shall follow the terms of the applicable schedule and authorization and include with each order—

   (a) A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and

   (b) The following statement:

   This order is placed under written authorization from _______ dated _______. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

36. **Insurance- Work On A Government Installation (JAN 1997)(FAR 52.228-5)**:

   (a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.

   (b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—

      (1) For such period as the laws of the State in which this contract is to be performed prescribe; or

      (2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.

   (c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

37. **Software Interoperability**: Offerors are encouraged to identify within their software items any component interfaces that support open standard interoperability. An item’s interface may be identified as interoperable on the basis of participation in a Government agency-sponsored program or in an independent organization program. Interfaces may be identified by reference to an interface registered in the component registry located at [http://www.core.gov](http://www.core.gov).

38. **Advance Payments**: A payment under this contract to provide a service or deliver an article for the United States Government may not be more than the value of the service already provided or the article already delivered. Advance or pre-payment is not authorized or allowed under this contract. (31 U.S.C. 3324)
**TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBERS 132-51, 132-51STLOC and 132-51RC)**

*NOTE: All non-professional labor categories must be incidental to, and used solely to support professional services, and cannot be purchased separately.*

1. **SCOPE**
   a. The prices, terms and conditions stated under Special Item Number 54151S Information Technology Professional Services apply exclusively to IT Professional Services within the scope of this MAS Schedule.
   b. 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


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 MAS 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.

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

### IT PROFESSIONAL SERVICES RATES

**SIN 54151S**

<table>
<thead>
<tr>
<th>IT Professional Service</th>
<th>GSA Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acquisition Analyst I</td>
<td>$60.33</td>
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<tr>
<td>Acquisition Analyst II</td>
<td>$78.90</td>
</tr>
<tr>
<td>Computer Security Analyst I (Cyber Security)</td>
<td>$92.82</td>
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<tr>
<td>Computer Security Analyst II (Cyber Security)</td>
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<tr>
<td>Computer Security Analyst III (Cyber Security)</td>
<td>$139.23</td>
</tr>
<tr>
<td>Data Technician II</td>
<td>$44.60</td>
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<tr>
<td>HelpDesk &amp; On-Site Support Technician I</td>
<td>$32.49</td>
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<tr>
<td>HelpDesk &amp; On-Site Support Technician II</td>
<td>$41.77</td>
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<tr>
<td>HelpDesk &amp; On-Site Support Technician III</td>
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<td>Investigative Analyst I</td>
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<td>Subject Matter Expert III</td>
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<tr>
<td>Technical Writer II</td>
<td>$69.62</td>
</tr>
<tr>
<td>Technical Writer III</td>
<td>$78.90</td>
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</tbody>
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## Labor Category Descriptions

### PROJECT CONTROL ANALYST

**FUNCTIONAL RESPONSIBILITY**
The Project Control Analyst directs budgeting, manpower and resource planning, and financial reporting of information technology systems projects. Performs complex evaluations of existing procedures, processes, techniques, models, and/or systems related to program or project management problems or contractual issues. The Project Control Analyst develops work breakdown structures, prepares charts, tables, graphs, and diagrams to assist in analyzing problems and recommending solutions. This position requires four years’ program or project management experience including resource planning, monitoring, and reporting; evaluating program / project operations; and applying project management tools to analyze problems and develop solutions.

**MINIMUM YEARS EXPERIENCE**
Four years

**MINIMUM EDUCATION AND CERTIFICATIONS**
Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, or other related discipline

### PROGRAM MANAGER

**FUNCTIONAL RESPONSIBILITY**
The Program Manager serves as the client’s engagement manager and assumes responsibility for client communications, especially communicating technical concerns and raising awareness appropriately. Is the contractor’s chief liaison and point of contact with the Government Contracting Officer (CO) and delegated government representatives. The Program Manager maintains responsibility for formulating work standards, creating strategic project objectives, and managing client issues and feedback. Assumes accountability for supervising designated resources and enforcing quality control practices for each project. The Program Manager maintains responsibility for project reviews and overall contract progress and performance. This position requires a minimum of twelve years of information technology experience, including executive level management and direction of client engagements, experience in project definition and systems analysis, creation of competitive strategies, and integration of global technical solutions. A Program Manager is proficient in project estimation and resource planning efforts and in resolving global project issues, such as technical compatibility, client expectations, and timing. A Program Manager coordinates multiple projects and teams and assists clients...
in achieving required program results.

**MINIMUM YEARS EXPERIENCE**

Twelve years

**MINIMUM EDUCATION AND CERTIFICATIONS**

A Bachelor of Science degree and at least twelve years of professional work experience. With a technical Master’s degree, only nine years of experience is required.

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**PROJECT MANAGER**

**FUNCTIONAL RESPONSIBILITY**

This position serves as the Project Manager for large task orders or contracts. The Project Manager assists in working with the Government Contracting Officer (CO), the contract level Contracting Officer’s Representative (COR), and government management personnel and customer agency representatives. Under the guidance of the Program Manager, or on smaller projects, is responsible for management of the specific tasks and insure all activities conform to the terms and conditions of the contract and task-ordering procedures including implementation of task orders in a timely manner. This position requires a minimum of seven years of experience of which at least five years must be specialized. Specialized experience includes project development from inception to deployment, expertise in the management of resources, managing contracts and/or subcontracts of various types and complexity. General experience includes increasing responsibilities in information systems design and/or management.

**MINIMUM YEARS EXPERIENCE**

Seven years

**MINIMUM EDUCATION AND CERTIFICATIONS**

A Bachelor of Science degree. With ten years’ general experience of which at least eight years is specialized experience, a degree is not required.

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**COMPUTER SECURITY ANALYST I (CYBER SECURITY)**

**FUNCTIONAL RESPONSIBILITY**

Duties include, but are not limited to: network security design engineering, intrusion detection/prevention engineering execution, environment risk assessments, network security architectural engineering, operating system security and operational security process engineering; and providing direction to junior staff on tasks needed to implement security objectives. The Cyber Security Computer Security Analyst I has four years of experience in technology-oriented security engineering support related to
hardware, software, operating systems, and/or processes.

MINIMUM YEARS EXPERIENCE
Four years

MINIMUM EDUCATION AND CERTIFICATIONS
Bachelor of Science degree. With eight years of experience a degree is not required.

**COMPUTER SECURITY ANALYST II (CYBER SECURITY)**

**FUNCTIONAL RESPONSIBILITY**
Duties include, but are not limited to: network security design engineering, intrusion detection/prevention engineering design and/or execution, environment risk assessments, network security architectural engineering, operating system security and operational security process engineering; providing direction to mid-level and junior staff on tasks needed to implement security objectives. The Cyber Security Computer Security Analyst I has six years of experience in information technology oriented security engineering support related to hardware, software, operating systems, and/or processes.

MINIMUM YEARS EXPERIENCE
Six years

MINIMUM EDUCATION AND CERTIFICATIONS
Bachelor of Science degree

**COMPUTER SECURITY ANALYST III (CYBER SECURITY)**

**FUNCTIONAL RESPONSIBILITY**
Duties include but are not limited to: network security design engineering, secure enterprise/network architecture and design. Intrusion detection/prevention engineering design and/or execution, security risk assessments, risk management/certification & accreditation services, operating system security and operational security process engineering. Providing direction to mid-level and junior staff on tasks needed to implement security objectives. The Cyber Security Computer Security Analyst III has ten years of experience in a high security environment and expert level knowledge of Information Assurance (IA) / Information Systems Security (INFOSEC) processes.

MINIMUM YEARS EXPERIENCE
Ten years

MINIMUM EDUCATION AND CERTIFICATIONS
Technology-based Master’s degree, or Bachelor’s degree with four additional years of experience. With B.S. and CISSP certification, three additional years of experience.
TECHNICAL WRITER I

FUNCTIONAL RESPONSIBILITY
The Technical Writer I assists in collecting and organizing information required for preparation of user's manuals, training materials, installation guides, proposals, and reports. Edits functional descriptions, system specifications, user's manuals, special reports, or any other customer deliverables and documents. This position requires a minimum of three years of general experience of which at least one year must be specialized. Specialized experience includes demonstrated experience in editing technical documents.

MINIMUM YEARS EXPERIENCE
Three years

MINIMUM EDUCATION AND CERTIFICATIONS
Bachelor's degree. With seven years of general experience of which at least five years is specialized, a degree is not required.

TECHNICAL WRITER II

FUNCTIONAL RESPONSIBILITY
The Technical Writer II collects and organizes information required for preparation of user's manuals, training materials, installation guides, proposals, and reports. Edits functional descriptions, system specifications, user's manuals, special reports, or any other customer deliverables and documents. This position requires a minimum of six years of experience, of which at least four years must be specialized. Specialized experience includes demonstrated experience in editing documents, including technical documents.

MINIMUM YEARS EXPERIENCE
Six years

MINIMUM EDUCATION AND CERTIFICATIONS
Bachelor's degree. With ten years of general experience of which at least eight years is specialized, a degree is not required.

TECHNICAL WRITER III

FUNCTIONAL RESPONSIBILITY
The Technical Writer III collects and organizes information required for preparation of user's manuals, training materials, installation guides, proposals, and reports. Edits functional descriptions, system specifications, user's manuals, special reports, or any other customer deliverables and documents. This position requires a minimum of eight years of experience, of which at least six years must be specialized. Specialized experience includes demonstrated experience in editing documents, including technical documents.

MINIMUM YEARS EXPERIENCE
Eight years

MINIMUM EDUCATION AND CERTIFICATIONS
Bachelor’s degree

HELPDESK & ON-SITE SUPPORT Technician I

FUNCTIONAL RESPONSIBILITY
The HelpDesk and On-Site Support Technician I provides both phone support and in-person support to online users for E-mail, file directories, and Windows desktop applications. This position serves as point of contact for troubleshooting network connections and applications, PC hardware/software and printer problems—remotely and desk-side. The HelpDesk and On-Site Support Technician I has knowledge of PC operating systems, as well as networking and email standards. Some hands-on experience providing hardware and software troubleshooting at the user’s desktop. This position requires a minimum of one year of experience that includes knowledge of PC operating systems, as well as networking and email standards. Some hands-on experience providing hardware and software troubleshooting at the user’s desktop.

MINIMUM YEARS EXPERIENCE
One year

MINIMUM EDUCATION AND CERTIFICATIONS
High School diploma

HELPDESK & ON-SITE SUPPORT Technician II

FUNCTIONAL RESPONSIBILITY
The HelpDesk and On-Site Support Technician II provides both phone support and in-person support to online users for E-mail, file directories, and Windows desktop applications. This position serves as point of contact for troubleshooting network connections and applications, PC hardware/software and printer problem—remotely and desk-side. The HelpDesk and On-Site Support Technician II has knowledge of PC operating systems, as well as networking and email standards. Some hands-on experience providing hardware and software troubleshooting at the user’s desktop. This position requires a minimum of two years of experience that includes knowledge of PC operating systems, as well as networking and email standards. Some hands-on experience providing hardware and software troubleshooting at the user’s desktop.

MINIMUM YEARS EXPERIENCE
Two years

MINIMUM EDUCATION AND CERTIFICATIONS
HELPDESK & ON-SITE SUPPORT TECHNICIAN III

FUNCTIONAL RESPONSIBILITY
The HelpDesk and On-Site Support Technician III provides both phone support and in-person support to online users for E-mail, file directories, and Windows desktop applications. This position serves as point of contact for troubleshooting network connections and applications, PC hardware/software and printer problem--remotely and desk-side. The HelpDesk and On-Site Support Technician III has knowledge of PC operating systems, as well as networking and email standards. Some hands-on experience providing hardware and software troubleshooting at the user’s desktop. This position requires a minimum of three years of experience that includes knowledge of PC operating systems, as well as networking and email standards. Some hands-on experience providing hardware and software troubleshooting at the user’s desktop.

MINIMUM YEARS EXPERIENCE
Three years

MINIMUM EDUCATION AND CERTIFICATIONS
High School diploma

IT ANALYST I

FUNCTIONAL RESPONSIBILITY
The IT Analyst I is responsible for the analyses of information requirements and evaluation of workflow, organization, and planning challenges. Develops and modifies complex systems and develops subsystems to enhance the overall operation. Develops complete specifications to enable computer programmers to prepare required programs and analyzes methods of approach and alternatives. This position requires one year of experience analyzing workflow and organization to support the management of network and systems, from an automated, operating system perspective.

MINIMUM YEARS EXPERIENCE
One year

MINIMUM EDUCATION AND CERTIFICATIONS
Bachelor of Science degree. With 3 years of related technical experience, no degree is required.

IT ANALYST II

FUNCTIONAL RESPONSIBILITY
The IT Analyst II is responsible for the analyses of information requirements and evaluation of workflow, organization, and planning
challenges. Develops and modifies complex systems and develops subsystems to enhance the overall operation. Develops complete specifications to enable computer programmers to prepare required programs and analyzes methods of approach and alternatives. This position requires two years of experience analyzing workflow and organization to support the management of network and systems, from an automated, operating system perspective.

MINIMUM YEARS EXPERIENCE
Two years

MINIMUM EDUCATION AND CERTIFICATIONS
Bachelor of Science degree. With 5 years of related technical experience, no degree is required.

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**IT ANALYST III**

**FUNCTIONAL RESPONSIBILITY**
The IT Analyst III plans and directs highly technical projects, involving all aspects of information resources management with emphasis on software development. Directs completion of tasks within estimated timeframes and budget constraints. Schedules and assigns duties to subordinates. Interfaces with Government management personnel, including the CO and COTR. As directed by the Project Manager, reports in writing and orally to Contractor management and Government representatives. This position requires ten years of progressive technical and/or managerial experience in information technology projects and five years in supervising and managing substantive ADP telecommunications projects.

MINIMUM YEARS EXPERIENCE
Ten years

MINIMUM EDUCATION AND CERTIFICATIONS
Bachelor of Science degree

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**SUBJECT MATTER EXPERT I**

**FUNCTIONAL RESPONSIBILITY**
The Subject Matter Expert I can augment or direct project teams. Provides high-level functional and systems analysis, design integration, documentation, and implementation advice on exceptionally complex studies that require an expert knowledge of the subject matter for effective problem solution. Participates in all phases of study development with emphasis on the planning, analysis, documentation and presentation phases. Applies higher level mathematical principles and methods to engineering and other physical sciences to arrive at automated solutions. Oversees the design and preparation of technical reports and related
documentation, and prepares and delivers senior management presentations and briefings as required. Can serve as a Task Lead, responsible for ensuring the quality and timeliness of services delivered. This position requires six years of intensive and progressive experience in the individual’s field of study and specialization. This experience is expected to include a broad spectrum of expertise in a variety of aspects of the field (i.e., an Enterprise System Architect should have experience in the analysis, maintenance, implementation of enterprise-wide systems; or a Senior Information Engineer should have experience in systems analysis, design, and programming using manual and automated tools and methods across a wide variety of applications and automated environments.) This position requires two years of specialized experience, within the last four calendar years, of intensive and progressive experience. This specialized experience includes functional and information technology research, and analysis and design of subject matter closely related to the project assignment.

MINIMUM YEARS EXPERIENCE
Six years

MINIMUM EDUCATION AND CERTIFICATIONS
Bachelor of Science degree

FUNCTIONAL RESPONSIBILITY
The Subject Matter Expert II can augment or direct project teams. Provides high-level functional and systems analysis, design integration, documentation, and implementation advice on exceptionally complex studies that require an expert knowledge of the subject matter for effective problem solution. Participates in all phases of study development with emphasis on the planning, analysis, documentation and presentation phases. Applies higher level mathematical principles and methods to engineering and other physical sciences to arrive at automated solutions. Oversees the design and preparation of technical reports and related documentation, and prepares and delivers senior management presentations and briefings as required. Can serve as a Task Lead, responsible for ensuring the quality and timeliness of services delivered. This position requires eight years of intensive and progressive experience in the individual’s field of study and specialization. This experience is expected to include a broad spectrum of projects in a variety of aspects of the field of specialization (i.e., an Enterprise System Architect should have experience in the analysis, maintenance, implementation of
enterprise-wide systems; or a Senior Information Engineer should have experience in systems analysis, design, and programming using manual and automated tools and methods across a wide variety of applications and automated environments.) This position requires four years of specialized experience, within the last six calendar years, of intensive and progressive experience. This specialized experience includes functional and information technology research, and analysis and design of subject matter closely related to the project assignment.

**MINIMUM YEARS EXPERIENCE**

Eight years

**MINIMUM EDUCATION AND CERTIFICATIONS**

Bachelor of Science degree

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**SUBJECT MATTER EXPERT III**

**FUNCTIONAL RESPONSIBILITY**

The Subject Matter Expert III can augment or direct project teams. Provides high-level functional and systems analysis, design integration, documentation, and implementation advice on exceptionally complex studies that require an expert knowledge of the subject matter for effective problem solution. Participates in all phases of study development with emphasis on the planning, analysis, documentation and presentation phases. Applies higher level mathematical principles and methods to engineering and other physical sciences to arrive at automated solutions. Oversees the design and preparation of technical reports and related documentation, and prepares and delivers senior management presentations and briefings as required. Can serve as a Task Lead, responsible for ensuring the quality and timeliness of services delivered. This position requires ten years of intensive and progressive experience in the individual’s field of study and specialization. This experience is expected to include a broad spectrum of projects in a variety of aspects of the field of specialization (i.e., an Enterprise System Architect should have experience in the analysis, maintenance, implementation of enterprise-wide systems; or a Senior Information Engineer should have experience in systems analysis, design, and programming using manual and automated tools and methods across a wide variety of applications and automated environments.) This position requires six years of specialized experience, within the last eight calendar years, of intensive and progressive experience. This specialized experience includes functional and information technology research, and analysis and design of subject matter closely related to the project.
MINIMUM YEARS EXPERIENCE
Ten years

MINIMUM EDUCATION AND CERTIFICATIONS
Bachelor of Science degree

SUBJECT MATTER EXPERT IV

FUNCTIONAL RESPONSIBILITY
The Subject Matter Expert IV can augment or direct project teams. Provides high-level functional and systems analysis, design integration, documentation, and implementation advice on exceptionally complex studies that require an expert knowledge of the subject matter for effective problem solution. Participates in all phases of study development with emphasis on the planning, analysis, documentation and presentation phases. Applies higher level mathematical principles and methods to engineering and other physical sciences to arrive at automated solutions. Oversees the design and preparation of technical reports and related documentation; and prepares and delivers senior management presentations and briefings as required. Can serve as a Task Lead, responsible for ensuring the quality and timeliness of services delivered. This position requires twelve years of intensive and progressive experience in the individual’s field of study and specialization. This experience is expected to include a broad spectrum of projects in a variety of aspects of the field of specialization (i.e., an Enterprise System Architect should have experience in the analysis, maintenance, implementation of enterprise-wide systems; or a Senior Information Engineer should have experience in systems analysis, design, and programming using manual and automated tools and methods across a wide variety of applications and automated environments.) This position requires six years of specialized experience, within the last eight calendar years, of intensive and progressive experience. This specialized experience includes functional and information technology research, and analysis and design of subject matter closely related to the project assignment.

MINIMUM YEARS EXPERIENCE
Twelve years

MINIMUM EDUCATION AND CERTIFICATIONS
Bachelor of Science degree
ACQUISITION ANALYST I

FUNCTIONAL RESPONSIBILITY

The Acquisition Analyst I oversees the software and hardware technology purchasing function. Plans and coordinates information technology-related equipment installations, moves, additions, and changes. Plans, organizes, and coordinates all information technology purchasing efforts. The Acquisition Analyst I prepares program management plans and reports, and coordinates schedules to facilitate completion of proposals, contract deliverables, and task order review. Performs analysis, development, and review of program administrative operating procedures. This position requires five years of contract or program management experience plus strong knowledge of procurement procedures, rules and regulations; experience with Microsoft Office; ability to prepare and format reports for superiors.

MINIMUM YEARS EXPERIENCE

Five years

MINIMUM EDUCATION AND CERTIFICATIONS

Bachelor’s Degree

ACQUISITION ANALYST II

FUNCTIONAL RESPONSIBILITY

The Acquisition Analyst II oversees the software and hardware technology purchasing function. Plans and coordinates information technology-related equipment installations, moves, additions, and changes. Plans, organizes, and coordinates all information technology purchasing efforts. The Acquisition Analyst II prepares program management plans and reports, and coordinates schedules to facilitate completion of proposals, contract deliverables, and task order review. Performs analysis, development, and review of program administrative operating procedures. This position requires seven years of contract or program management experience plus strong knowledge of procurement procedures, rules and regulations; experience with Microsoft Office; ability to prepare and format reports for superiors.

MINIMUM YEARS EXPERIENCE

Seven years

MINIMUM EDUCATION AND CERTIFICATIONS

Bachelor’s Degree

INVESTIGATIVE ANALYST I

FUNCTIONAL RESPONSIBILITY

The Investigative Analyst I works closely with investigative personnel as technical expert to review and analyze source documents for
information pertinent to ongoing investigations. Researches and
analyzes intercepted data and statistical information to ascertain
indicators needed in support of investigative operations. Examines all
evidential communications to obtain supplemental information to
identify specific classified operational parameters and patterns.
Reports findings from the analysis of all investigative material on a
daily basis. Compares linguistic examinations of voice
communications; serves as an on-site voice recognition resource; and
creates and maintains a voice identification library. Briefs and
provides working aids during the implementation of “special
taskings.” Writes intelligence reports and creates graphics as
required. Prepares discovery material for the prosecutor. Reading,
writing, listening, and speaking in a foreign language is required. This
position requires five years of specialized experience involving
analysis, design, development, testing, documentation, and
implementation of databases; such as information storage and
retrieval, information interchange and communications to include
direct supervisory responsibility for personnel and project
monitoring. Experience shall also include a minimum of five years as
a language-qualified Intelligence Analyst in tactical and/or strategic
intelligence environments with significant use of cryptographic skills.

MINIMUM YEARS EXPERIENCE
Five years

MINIMUM EDUCATION AND CERTIFICATIONS
High School diploma.

INVESTIGATIVE ANALYST II

FUNCTIONAL RESPONSIBILITY
The Investigative Analyst II schedules work to meet completion dates,
estimates manpower needs, reviews project progress and makes
changes in methodology where necessary. Plans, conducts and
supervises projects of major significance using advanced knowledge
and ability to originate and apply new and unique methods and
procedures. Reviews and disseminates the prosecutor’s discovery
tasking and prepares time sensitive investigative support documents.
Responsible for the development, maintenance and implementation
of standard operational procedures in support of the investigative
tasking, training for operational and government personnel, quality
control, and the development and implementation of formal
reporting procedures. Reading, writing, listening, and speaking in a
foreign language is required. This position requires eight years of
specialized experience as a manager of projects involving analysis,
design, development, testing, documentation, and implementation of
databases; such as information storage and retrieval, information interchange and communications to include direct supervisory responsibility for personnel and project monitoring. At least two of those years should involve project management experience over two or more teams consisting of a minimum of four other colleagues of similar background, skills, experience and academic training. Experience shall also include a minimum of eight years as a language-qualified Intelligence Analyst in tactical and/or strategic intelligence environments with significant use of cryptographic skills.

**MINIMUM YEARS EXPERIENCE**

Eight years

**MINIMUM EDUCATION AND CERTIFICATIONS**

High School diploma.

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**DATA TECHNICIAN II**

**FUNCTIONAL RESPONSIBILITY**

The Data Technician II supervises, performs, and/or supports data entry using reports, written material, or special data sheets into a data processing system. Supervises, tracks, and/or supports problem resolution efforts. Provides data entry from coding sheets, reports, or written material into a large-scale data processing system. Gathers and prepares statistical data. Resolves problems and questions concerning data to be entered. Provides supervision and guidance to lower level personnel. This position requires a minimum of three years of experience related to the operation of on-line workstations, Remote Job Entry (RJE) and/or Time Sharing Terminals. Experience should include operating a keyboard-controlled device used to transcribe data into a format suitable for computer, minicomputer, or microcomputer processing.

**MINIMUM YEARS EXPERIENCE**

Three years

**MINIMUM EDUCATION AND CERTIFICATIONS**

High School diploma

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**SYSTEM SECURITY ANALYST I**

**FUNCTIONAL RESPONSIBILITY**

The System Security Analyst I performs routine and ad hoc security assessments, security authorizations, and continuous monitoring. The analyst is responsible for maintaining central repository data and recommending tools and techniques to enhance efficiency and effectiveness of security assessments, authorizations, and continuous monitoring. The System Security Analyst I develops and maintains security policies and has experience related to developing and executing security measures to assess,
protect, and monitor computer networks and systems. This position requires a minimum of four years of experience related to developing and executing security measures to assess, protect and monitor computer networks and systems.

MINIMUM YEARS EXPERIENCE
Four years

MINIMUM EDUCATION AND CERTIFICATIONS
Bachelor’s Degree

**Experience & Degree Substitution Equivalencies**

<table>
<thead>
<tr>
<th>IT Professional Service</th>
<th>Education and Experience Required</th>
<th>Acceptable Substitution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Manager</td>
<td>Bachelor of Science degree and twelve years of experience</td>
<td>Master’s degree and nine years of experience</td>
</tr>
<tr>
<td>Project Manager</td>
<td>Bachelor of Science degree and seven years of experience</td>
<td>With ten years’ general experience of which at least eight years is specialized experience, a degree is not required.</td>
</tr>
<tr>
<td>Computer Security Analyst I (Cyber Security)</td>
<td>Bachelor of Science degree and four years of experience</td>
<td>With eight years of experience a degree is not required.</td>
</tr>
<tr>
<td>Computer Security Analyst III (Cyber Security)</td>
<td>Master’s degree and ten years of experience</td>
<td>Bachelor’s degree and 14 years of experience</td>
</tr>
<tr>
<td>Technical Writer II</td>
<td>Bachelor's degree and six years of experience</td>
<td>With ten years of general experience of which at least eight years is specialized, a degree is not required.</td>
</tr>
<tr>
<td>IT Analyst I</td>
<td>Bachelor of Science degree and one year of experience</td>
<td>With 3 years of related technical experience, no degree is required.</td>
</tr>
<tr>
<td>IT Analyst II</td>
<td>Bachelor of Science degree and two years of experience</td>
<td>With 5 years of related technical experience, no degree is required.</td>
</tr>
<tr>
<td>System Security Analyst I</td>
<td>Bachelor's degree and four years of experience</td>
<td>With seven years of experience a degree is not required.</td>
</tr>
<tr>
<td>Technical Writer I</td>
<td>Bachelor’s Degree and three years of experience</td>
<td>With seven years of general experience of which at least five years is specialized, a degree is not required.</td>
</tr>
</tbody>
</table>