GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE

AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST

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

THELAN

SCHEDULE TITLE
MULTIPLE AWARD SCHEDULE

CONTRACT NUMBER:
47QTCA18D00B7

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

CONTRACT PERIOD:
APRIL 26, 2018 – APRIL 25, 2023

PRICELIST CURRENT THROUGH MOD #PA-0002, EFFECTIVE 2/27/2020

CONTRACTOR:
THELAN, INC. (DBA THELAN)
444 NORTH CAPITOL STREET NW, SUITE 840
WASHINGTON, DC 20001

Point of Contact:
Andre Jean

e-mail: contracts@thelan.us

Tel: 202-817-2000

Fax: 202-817-2009

Web: http://thelanconsulting.com

Business Size:
Small SBA Certified HUBZone Company
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**CUSTOMER INFORMATION**

1a Awarded SIN(s):  
<table>
<thead>
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<th>SIN</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151S</td>
<td>Information Technology Professional Services</td>
</tr>
<tr>
<td>OLM</td>
<td>Order-Level Materials</td>
</tr>
</tbody>
</table>

1b Lowest Priced Item: Not Applicable

1c Hourly Rates & Labor Category Descriptions: See below

2 Maximum Order:  
54151S - $500,000; OLM - $250,000

3 Minimum Order: $100

4 Geographic Coverage: 48 States and Washington, DC

5 Point of Production: Not Applicable

6 Discount: Prices shown are net of discount.

7 Quantity Discounts:  
Additional 1% for orders exceeding $350,000; Additional 2% for orders exceeding $550,000; Additional 3% for orders exceeding $850,000.

8 Prompt Payment Terms: Net 30 days

Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9a Government Purchase Cards: Government Purchase Cards are accepted at or below the micro-purchase threshold.

9b Thelan will accept the Government Commercial Credit Card above the micro-purchase threshold.

10 Foreign Items: Not Applicable

11 Time of Delivery:  
- a. Normal: As agreed between Thelan and the ordering activity
- b. Expedited: As agreed between Thelan and the ordering activity
- c. Overnight & 2-day delivery: As agreed between Thelan and the ordering activity
- d. Urgent Requirements: Contact Contractor

12 FOB Point(s): Destination

13a Ordering Address: Thelan  
444 North Capitol Street NW, Suite 840  
Washington, DC  20001

13b Ordering procedures:  
For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s), are found in Federal Acquisition Regulation (FAR) 8.405-3.
Payment Address: Thelan  
444 North Capitol Street NW, Suite 840  
Washington, DC  20001

Warranty Provision: Standard Commercial Warranty

Export packing charges, if applicable: Not Applicable

Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): Not Applicable

Terms and conditions of rental, maintenance, and repair (if applicable): Not Applicable

Terms and conditions of installation (if applicable): Not Applicable

Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): Not Applicable

Terms and conditions for any other services (if applicable): Not Applicable

List of service and distribution points (if applicable): Not Applicable

List of participating dealers (if applicable): Not Applicable

Preventive maintenance (if applicable): Not Applicable

Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): Not Applicable

Section 508 Compliance for EIT: http://thelanconsulting.com

DUNS Number: 968372693

Notification regarding registration in SAM database: Contractor has an Active Registration in the SAM database. (Cage: 6EXJ)

About the Company:
Thelan’s services center on the following key areas: Cyber Security and Risk Assessment, Executive Leadership, Strategy and Management Advisory, Program Management, Project Planning and Scheduling, Project Cost Management, Earned Value Management, and Data Science and Informatics. Our experienced controls teams – ranging from master schedulers to business analysts to project coordinators – apply industry best practices with attention to organization-specific processes. We embrace innovation in visualization and develop custom tools to support comprehensive reporting. Experienced in developing & supporting large-scale PMOs, Thelan understands the needs and complexities of PMO strategic setup, management and operation, as well as transition and integration into existing organizational structure. Our professionals provide clear, concise reports to help agency leaders understand their data and power better decisions. Our controls team also provides qualitative and quantitative tools and techniques to ensure resource optimization, project risk management, and project deliverable and milestone execution throughout the project lifecycle.
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 Information Technology Schedule.
   b. Thelan 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 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

5-Year Table of Rates

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Manager 1</td>
<td>$137.48</td>
<td>$140.23</td>
<td>$143.04</td>
<td>$145.90</td>
<td>$148.81</td>
</tr>
<tr>
<td>IT Specialist 4</td>
<td>$113.04</td>
<td>$115.30</td>
<td>$117.60</td>
<td>$119.96</td>
<td>$122.36</td>
</tr>
<tr>
<td>IT Specialist 3</td>
<td>$89.57</td>
<td>$91.36</td>
<td>$93.19</td>
<td>$95.05</td>
<td>$96.95</td>
</tr>
<tr>
<td>IT Specialist 2</td>
<td>$78.99</td>
<td>$80.57</td>
<td>$82.18</td>
<td>$83.83</td>
<td>$85.50</td>
</tr>
<tr>
<td>IT Specialist 1</td>
<td>$71.79</td>
<td>$73.22</td>
<td>$74.69</td>
<td>$76.18</td>
<td>$77.71</td>
</tr>
<tr>
<td>Subject Matter Expert 4</td>
<td>$110.71</td>
<td>$112.92</td>
<td>$115.18</td>
<td>$117.48</td>
<td>$119.83</td>
</tr>
<tr>
<td>Subject Matter Expert 3</td>
<td>$97.40</td>
<td>$99.35</td>
<td>$101.34</td>
<td>$103.36</td>
<td>$105.43</td>
</tr>
<tr>
<td>Subject Matter Expert 2</td>
<td>$93.80</td>
<td>$95.68</td>
<td>$97.59</td>
<td>$99.55</td>
<td>$101.54</td>
</tr>
<tr>
<td>Subject Matter Expert 1</td>
<td>$86.40</td>
<td>$88.13</td>
<td>$89.89</td>
<td>$91.69</td>
<td>$93.52</td>
</tr>
<tr>
<td>Application Programmer 1</td>
<td>$78.99</td>
<td>$80.57</td>
<td>$82.18</td>
<td>$83.83</td>
<td>$85.50</td>
</tr>
</tbody>
</table>

The Service Contract Labor Standards (SCLS) is applicable to this contract as it applies to the entire Professional Services Schedule and all services provided. While no specific labor categories have been identified as being subject to SCLS due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCLS eligible labor categories. If and/or when the contractor adds SCLS labor categories/employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCLS matrix identifying the GSA labor category titles, the occupational code, SCLS labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.
<table>
<thead>
<tr>
<th>Title</th>
<th>Minimum Education</th>
<th>Minimum Experience</th>
<th>Functional Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Manager I</td>
<td>Master’s Degree in Computer Science, Project Management or Business related field</td>
<td>8</td>
<td>The project manager is a senior manager responsible for coordinating the management of all work performed. The project manager shall act as the central point of contact. The project manager is ultimately responsible for coordinating the effort of subcontractors, team members, and coordinating with other contractors under the direction of the Government Program/Project Manager. The project manager shall be capable of negotiating and making binding decisions for the company.</td>
</tr>
<tr>
<td>IT Specialist 4</td>
<td>Bachelor’s Degree In Computer Science, Economics or Business</td>
<td>8</td>
<td>Provides high level functional and IT analysis, design, development, integration, documentation, and implementation assistance on problems which require a thorough knowledge of the related technical subject matter for effective system deployment. Participates in all phases of systems development. Applies principals and methods of the functional area to difficult problems in technical areas to arrive at automated solutions. Designs and prepares technical reports and related documentation, and makes charts and graphs to record results. Prepares and delivers presentations and briefings as required by the task order. This role also requires additional, specific skills of a Master Scheduler with expert level skills in MS Project 2010+ and/or Oracle Primavera (P6 or greater). Performs as a Project Manager as required.</td>
</tr>
<tr>
<td>IT Specialist 3</td>
<td>Bachelor’s Degree In Computer Science, Economics or Business</td>
<td>5</td>
<td>Assists in IT analysis, design, development, integration, documentation, and implementation assistance on problems which require a thorough knowledge of the related technical subject matter for effective system deployment. Participates in all phases of systems development. Applies principals and methods of the functional area to difficult problems in technical areas to arrive at automated solutions. Designs and prepares technical reports and related documentation, and makes charts and graphs to record results. Prepares and delivers presentations and briefings as required by the task order. This role also requires additional, specific skills of a Project Scheduler with expert level skills in MS Project 2010+ and/or Oracle Primavera (P6 or greater). Performs as a Deputy Project Manager as required.</td>
</tr>
<tr>
<td>Role</td>
<td>Education</td>
<td>Years</td>
<td>Description</td>
</tr>
<tr>
<td>---------------------------</td>
<td>---------------------------------------------------------------------------</td>
<td>-------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>IT Specialist 2</td>
<td>Bachelor’s Degree in Computer Science, Economics or Business</td>
<td>3</td>
<td>This is a mid-level position. Provides functional and IT analysis, design, development, integration, documentation, and implementation assistance on problems which require a thorough knowledge of the related technical subject matter for effective system deployment. Participates in all phases of systems development. Applies principals and methods of the functional area to difficult problems in technical areas to arrive at automated solutions. Designs and prepares technical reports and related documentation, and makes charts and graphs to record results. Prepares and delivers presentations and briefings as required by the task order. Performs as a member of a team or as a Team Lead as required.</td>
</tr>
<tr>
<td>IT Specialist I</td>
<td>Bachelor’s Degree in Computer Science, Economics or Business</td>
<td>1</td>
<td>This is an entry level position. Assists in functional and IT analysis, design, development, integration, documentation, and implementation assistance on problems which require a thorough knowledge of the related technical subject matter for effective system deployment. Participates in all phases of systems development. Assists in applying principals and methods of the functional area to difficult problems in technical areas to arrive at automated solutions. Designs and prepares technical reports and related documentation, and makes charts and graphs to record results. Must be able to perform with limited supervision. Prepares and delivers presentations and briefings as required by the task order. Performs as a member of a team.</td>
</tr>
<tr>
<td>Subject Matter Expert 4</td>
<td>Bachelor’s Degree in Computer Technology or Business + Project Management Professional Certification</td>
<td>7</td>
<td>7 years of experience in Business and Technology consulting with experience in leadership roles on major information technology initiatives using a variety of technologies for integration. The experience includes a number of database, presentation, and back end technologies in coordination for comprehensive solutions. The experience includes coordinating tasks within the System Development Life Cycle. Provides high level functional and IT analysis, design, development, integration, documentation, and implementation assistance on problems which require a thorough knowledge of the related technical subject matter for effective system deployment. Participates in all phases of systems development. Applies principals and methods of the functional area to difficult problems in technical areas to arrive at automated solutions. Designs and prepares technical reports and related documentation, and makes charts and graphs to record results. Prepares and delivers presentations and briefings as required by the Program/Project. A Project Management Professional certification is preferred.</td>
</tr>
<tr>
<td>Subject Matter Expert</td>
<td>Bachelor’s Degree in Computer Technology or Business</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-----------------------</td>
<td>------------------------------------------------------</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Expert 3</td>
<td>Provides extremely high level subject matter expertise for work described in the task. This is a mid-level position. Applies process improvement and re-engineering methodologies and principals to conduct process modernization projects. Responsible for effective transitioning of existing project teams and the facilitation of project teams in the accomplishment of project activities and objectives. Additional duties may include activity and data modeling, developing modern business methods, identifying best practices, and creating and assessing performance measurements. Provides group facilitation, interviewing, training, and provides additional forms of knowledge transfer. Key coordinator between multiple project teams to ensure enterprise-wide integration of reengineering efforts.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expert 2</td>
<td>Bachelor’s Degree in Computer Technology or Business</td>
<td>3</td>
<td>Experience in Business and Technology consulting with experience in leadership roles on major information technology initiatives using a variety of technologies for integration. The experience includes coordinating tasks within the System Development Life Cycle. Provides high level functional and IT analysis, design, development, integration, documentation, and implementation assistance on problems which require a thorough knowledge of the related technical subject matter for effective system deployment. Participates in all phases of systems development. Prepares and delivers presentations and briefings as required by the Program/Project.</td>
</tr>
<tr>
<td>Expert 1</td>
<td>Bachelor’s Degree in Computer Technology or Business</td>
<td>1</td>
<td>Provides extremely high level subject matter expertise for work described in the task. Provides advanced technical knowledge and analysis of highly specialized applications and operational environment, high-level functional systems analysis, design, integration, documentation, training, and implementation advice on complex problems. Participates as needed in all phases of software development with emphasis on the planning, analysis, testing, integration, documentation, training and presentation phases. Applies principals, methods, and knowledge of specific functional areas of expertise to specific task order requirements. Provides advice on esoteric problems which require extensive knowledge of the subject matter. Designs and prepares technical reports, studies, and related documentation, makes charts and graphs to record results, prepares and delivers presentations, training, and briefings as required by the task order.</td>
</tr>
</tbody>
</table>
### Experience Substitution Table

Additional years of experience over the minimum required in any labor category may be substituted for required education as follows:

<table>
<thead>
<tr>
<th>Required Education</th>
<th>Actual Education</th>
<th>Additional Experience Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master’s Degree</td>
<td>Bachelor’s Degree</td>
<td>2 Years</td>
</tr>
<tr>
<td>Bachelor’s Degree</td>
<td>HS/GED</td>
<td>4 Years</td>
</tr>
<tr>
<td>Bachelor’s Degree</td>
<td>Associate’s Degree</td>
<td>2 Years</td>
</tr>
</tbody>
</table>

Application Programmer I

Bachelor’s Degree in Computer Science or Information Systems

3

Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operating time and form of desired results. Designs, codes, tests, debugs and documents those programs. Competent to work at the highest technical level of all phases of applications programming activities. Analyzes functional business applications and design specifications for functional activities. Develops block diagrams and logic flow charts and translates detailed design into computer software. Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time or improve efficiency. Provides technical direction to programmers to ensure program deadlines are met.