Tera Consulting, Inc.

Company Name: TERA CONSULTING INC

GSA Contract Number: 47QTCA18D00C3

Contract Period: May 21, 2018 through May 20, 2023

DUNS: 969144018

Cage #: 7HT50

MAS Schedule
Tera Consulting, Inc.

AUTHORIZED INFORMATION TECHNOLOGY SCHEDULE PRICELIST GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY EQUIPMENT, SOFTWARE AND SERVICES

Contract Period: May 21, 2018 through May 20, 2023

Contract Number: 47QTCA18D00C3

FPDS Code D301 IT Facility Operation and Maintenance
FPDS Code D302 IT Systems Development Services
FPDS Code D306 IT Systems Analysis Services
FPDS Code D307 Automated Information Systems Design and Integration Services
FPDS Code D308 Programming Services
FPDS Code D310 IT Backup and Security Services
FPDS Code D311 IT Data Conversion Services
FPDS Code D313 Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services
FPDS Code D316 IT Network Management Services
FPDS Code D317 Web-based subscription
FPDS Code D399 Other Information Technology Services, Not Elsewhere Classified

Company Information:

Tera Consulting Inc.
185 West John St.
Unit 7111
Hicksville, NY 11802

Phone: (800) 887-1885
Fax: (267) 750-5970
Website: www.teraconsultinginc.com

Contractor's Point of Contact for Contract Administration:

Terryann Powell
185 West John St.
Unit 7111
Hicksville, NY 11802
Phone: (516) 732-1888
CUSTOMER INFORMATION:

la. Awarded Special Item Number(s):

<table>
<thead>
<tr>
<th>SIN</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>322291</td>
<td>Restroom Products</td>
</tr>
<tr>
<td>325611</td>
<td>Cleaning Products</td>
</tr>
<tr>
<td>325612</td>
<td>Disinfectants, Sterilants and Deodorizers</td>
</tr>
<tr>
<td>332510</td>
<td>Hardware Manufacturing</td>
</tr>
<tr>
<td>332510C</td>
<td>Hardware Store, Home Improvement Center, Industrial or General Supply Store</td>
</tr>
<tr>
<td>33411</td>
<td>Purchasing of new electronic equipment</td>
</tr>
<tr>
<td>334310</td>
<td>Professional Audio/Video Products</td>
</tr>
<tr>
<td>337121H</td>
<td>Household, Dormitory &amp; Quarters Furniture</td>
</tr>
<tr>
<td>33721</td>
<td>Office Furniture</td>
</tr>
<tr>
<td>339940</td>
<td>Office Products</td>
</tr>
<tr>
<td>511210</td>
<td>Software Licenses</td>
</tr>
<tr>
<td>518210C</td>
<td>Cloud and Cloud-Related IT Professional Services</td>
</tr>
<tr>
<td>541430</td>
<td>Graphic Design Services</td>
</tr>
<tr>
<td>54151</td>
<td>Software Maintenance Services</td>
</tr>
<tr>
<td>541511</td>
<td>Web Based Marketing</td>
</tr>
<tr>
<td>5415H</td>
<td>Health Information Technology Services</td>
</tr>
<tr>
<td>54151S</td>
<td>Information Technology Professional Services</td>
</tr>
<tr>
<td>541613</td>
<td>Marketing Consulting Services</td>
</tr>
<tr>
<td>541810DC</td>
<td>Other Direct Costs for Marketing and Public Relations Services</td>
</tr>
<tr>
<td>561450</td>
<td>Business Information Services (BIS)</td>
</tr>
<tr>
<td>611420</td>
<td>Information Technology Training</td>
</tr>
<tr>
<td>OLM</td>
<td>Order-Level Materials (OLM)</td>
</tr>
</tbody>
</table>

lb. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract: See Price List

d. See Labor Category Descriptions. Each labor category includes a description of the functional responsibility and minimum experience. See Labor Category
2. Maximum Order: $500,000.00

3. Minimum Order: $100.00

4. Geographic Coverage: Worldwide

5. Point of Production:

185 West John St.
Unit 7111
Hicksville, NY 11802
6. Prices Shown Herein are Net: *(discount included)*

7. Quantity Discount:
   - SIN 132-8: 1.5% over $5000.00; 2% over $8,000; 3% over $10,000.00
   - SIN 132-51: 1% over $200,000; 2% over $500,000; 6% over $5,000,000

8. Prompt Payment Terms:
   - SIN 132-8: Discount: 2% if Payment is made within 10 days
   - Net 30 days.

9. Government Purchase Cards: *Are accepted*

10. Foreign Items: *Not Applicable*

11. Time of Delivery:
    - SIN 132-8: 4 Days ARO

11b. Expedited Delivery: *Available, Consult with Contractor*

11c. Overnight/2-Day Delivery: *Available, Consult with Contractor*

11d. Urgent Requirements: *Available, Consult with Contractor*

12. FOB Point: *Destination for 48 contiguous States; freight charges apply outside 48 contiguous States*
13. Ordering Address:
   185 West John St.
   Unit 7111
   Hicksville, NY 11802

14. Payment Address:
   185 West John St.
   Unit 7111
   Hicksville, NY 11802

15. Warranty Provisions: **Standard Industry Warranty**

16. Export Packing charges: **Not applicable**

17. Terms and conditions of Government Purchase Card Acceptance: **Contact Tera Consulting, Inc. for terms and conditions of Government Purchase Card acceptance above micro-purchase threshold.**

18. Terms and conditions of rental, maintenance, and repair: **Not Applicable**

19. Terms and conditions of installation: **Not applicable**

20. Terms and conditions of repair parts: **Not applicable**

20a. Terms and conditions for any other services: **Not applicable**

21. List of service and distribution points:

<table>
<thead>
<tr>
<th>Tera Consulting Inc.</th>
<th>185 West John St.</th>
<th>PHONE</th>
<th>(516) 732-1888</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Unit #7111</td>
<td>FAX</td>
<td>(267) 750-5970</td>
</tr>
<tr>
<td></td>
<td>Hicksville, NY 11802</td>
<td>EMAIL</td>
<td><a href="mailto:tpowell@teraconsultinginc.com">tpowell@teraconsultinginc.com</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>WEBSITE</td>
<td><a href="http://www.teraconsultinginc.com">www.teraconsultinginc.com</a></td>
</tr>
</tbody>
</table>
22. List of participating dealers: Not applicable

23. Preventive maintenance: Not applicable

24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: Not applicable

24b. Contact VE for Section 508 compliance information. Not Applicable

25. DUNS Number: 969144018

26. Tera Consulting, Inc. is registered in the System for Award Management (SAM) database.
1. MATERIAL AND WORKMANSHIP
All equipment furnished hereunder must satisfactorily perform the function for which it is intended.

2. ORDER
Written orders, EDI orders (GSA Advantage! and FACNET), credit card orders, and orders placed under blanket purchase agreements (BPA) agreements shall be the basis for purchase in accordance with the provisions of this contract. If time of delivery extends beyond the expiration date of the contract, the Contractor will be obligated to meet the delivery and installation date specified in the original order.

For credit card orders and BPAs, telephone orders are permissible.

3. TRANSPORTATION OF EQUIPMENT
FOB DESTINATION. Prices cover equipment delivery to destination, for any location within the geographic scope of this contract.

4. INSTALLATION AND TECHNICAL SERVICES
   a. INSTALLATION. When the equipment provided under this contract is not normally self-installable, the Contractor's technical personnel shall be available to the ordering activity, at the ordering activity's location, to install the equipment and to train ordering activity personnel in the use and maintenance of the equipment. The charges, if any, for such services are listed below, or in the price schedule:
      All Items carried under 132-8 are self-installable

   b. 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 receive 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 requirement 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 132-8 or SIN 132-9.

c. OPERATING AND MAINTENANCE MANUALS. The Contractor shall furnish the ordering activity with one (1) copy of all operating and maintenance manuals which are normally provided with the equipment being purchased.

5. INSPECTION/ACCEPTANCE
The Contractor shall only tender for acceptance those items that conform to the requirements of this contract. The ordering activity reserves the right to inspect or test any equipment that has been tendered for acceptance. The ordering activity may require repair or replacement of nonconforming equipment at no increase in contract price. The ordering activity must exercise its post acceptance rights (1) within a reasonable time after the defect was discovered or should have been discovered; and (2) before any substantial change occurs in the condition of the item unless the change is due to the defect in the item.

6. WARRANTY
a. Unless specified otherwise in this contract, the Contractor’s standard commercial warranty as stated in the contract’s commercial pricelist will apply to this contract.

Standard Manufacturer Warranty

b. The Contractor warrants and implies that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this contract.

c. Limitation of Liability. Except as otherwise provided by an express or implied warranty, the Contractor will not be liable to the ordering activity for consequential damages resulting from any defect or deficiencies in accepted items.

d. If inspection and repair of defective equipment under this warranty will be performed at the Contractor's plant, the address is as follows: 29 Elves Ln Levittown, NY 11756

7. PURCHASE PRICE FOR ORDERED EQUIPMENT
The purchase price that the ordering activity will be charged will be the ordering activity purchase price in effect at the time of order placement, or the ordering activity purchase price in effect on the installation date (or delivery date when installation is not applicable), whichever is less.

8. RESPONSIBILITIES OF THE CONTRACTOR
The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City or otherwise) covering work of this character, and shall include all costs, if any, of such compliance in the prices quoted in this offer.

9. TRADE-IN OF INFORMATION TECHNOLOGY EQUIPMENT
When an ordering activity determines that Information Technology equipment will be replaced, the ordering activity shall follow the contracting policies and procedures in the Federal Acquisition Regulation (FAR), the policies and procedures regarding disposition of information technology excess personal property in the Federal Property Management Regulations (FPMR) (41 CFR 101-43.6), and the policies and procedures on exchange/sale contained in the FPMR (41 CFR part 101-46).
TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51) AND IDENTITY ACCESS MANAGEMENT PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-60F)

****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 132-51 Information Technology Professional Services apply exclusively to IT/IAM Professional Services within the scope of this Information Technology 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.

2. PERFORMANCE INCENTIVES I-FSS-60 Performance Incentives (April 2000)

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/IAM Professional Services.

9. INDEPENDENT CONTRACTOR

All IT/IAM 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" refer 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/IAM 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/IAM PROFESSIONAL SERVICES AND PRICING
a. The Contractor shall provide a description of each type of IT/IAM Service offered under Special Item Numbers 132-51 IT/IAM Professional Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.
b. Pricing for all IT/IAM Professional Services shall be in accordance with the Contractor's customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices, minimum general experience and minimum education.

The following is an example of the manner in which the description of a commercial job title should be presented:
EXAMPLE: Commercial Job Title: System Engineer
Minimum/General Experience: Three (3) years of technical experience which applies to systems analysis and design techniques for complex computer systems. Requires competence in all phases of systems analysis techniques, concepts, and methods; also requires knowledge of available hardware, system software, input/output devices, structure, and management practices. Functional Responsibility: Guides users in formulating requirements, advises alternative approaches, conducts feasibility studies.
Minimum Education: Bachelor's Degree in Computer Science
### Pricing:

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Hourly Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enterprise Architect</td>
<td>$135.64</td>
</tr>
<tr>
<td>Information Technologist</td>
<td>$185.19</td>
</tr>
<tr>
<td>Sr. SME</td>
<td>$176.33</td>
</tr>
<tr>
<td>SME</td>
<td>$149.20</td>
</tr>
<tr>
<td>Sr. Systems Engineer</td>
<td>$158.25</td>
</tr>
<tr>
<td>Systems Engineer</td>
<td>$135.64</td>
</tr>
<tr>
<td>Jr. Systems Engineer</td>
<td>$83.64</td>
</tr>
<tr>
<td>Sr. Software Engineer</td>
<td>$158.25</td>
</tr>
<tr>
<td>Software Engineer</td>
<td>$135.64</td>
</tr>
<tr>
<td>Jr. Software Engineer</td>
<td>$83.41</td>
</tr>
<tr>
<td>Master Data Manager</td>
<td>$134.28</td>
</tr>
<tr>
<td>Data Analyst</td>
<td>$91.04</td>
</tr>
<tr>
<td>Senior Consultant</td>
<td>$151.54</td>
</tr>
<tr>
<td>Midlevel Consultant</td>
<td>$94.65</td>
</tr>
<tr>
<td>Programmer 1</td>
<td>$102.02</td>
</tr>
<tr>
<td>Project Manager</td>
<td>$129.99</td>
</tr>
<tr>
<td>Warranty IT Technician</td>
<td>$90.95</td>
</tr>
</tbody>
</table>

Products: 552.216-70 ECONOMIC PRICE


Based on Commercial Catalog Pricing

Labor Categories: I-FSS-969 (Not based on Commercial Catalog Pricing)

Market Indicator rate agreed upon between CO and offerer.
### Labor Category Descriptions:

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Minimum/General Years of Experience</th>
<th>Education</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enterprise Architect</td>
<td>10</td>
<td>Bachelor</td>
<td>Experienced enterprise architect with knowledge of various application and infrastructure components. Develops technology roadmaps, diagrams, system roadmaps based on client's strategic direction. Recommends changes in infrastructure or applications to produce the most desirable results for the client.</td>
</tr>
<tr>
<td>Information Technologist</td>
<td>10</td>
<td>Bachelor</td>
<td>Executive leader responsible for providing subject matter expertise, and leadership among multiple projects. An expert in varying Information Technology fields to consult senior clients of strategic direction.</td>
</tr>
<tr>
<td>Sr. SME</td>
<td>8</td>
<td>Bachelor</td>
<td>Senior Executive/Expert of varying Information Technology applications, programming languages, and infrastructure components. Knowledgeable of innovations within the field including emerging technologies. Responsible for providing strategic direction, vision, leadership, and program management to the team. Develops complex solutions with multiple applications and infrastructure components. Maintains productive and effective client relationship with the most senior levels of the client organization.</td>
</tr>
<tr>
<td>SME</td>
<td>6</td>
<td>Bachelor</td>
<td>Senior Expert/Team Leader of varying Information Technology applications, programming languages, and infrastructure components. Knowledgeable of innovations within the field including emerging technologies. Often manages and motivates the team to drive performance. Acts as the lead client communicator. Addresses goals, issues, and results within the project. Recommends innovation and provides thought leadership to the client.</td>
</tr>
<tr>
<td>Position</td>
<td>Years</td>
<td>Degree</td>
<td>Experience and Responsibilities</td>
</tr>
<tr>
<td>--------------------------</td>
<td>-------</td>
<td>---------</td>
<td>--------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Sr. Systems Engineer</td>
<td>7</td>
<td>Bachelor</td>
<td>Experienced as a computer system engineer on large-scale systems. An expert of many programming languages and infrastructure. Develops complex systems, develops diagrams and logic flow charts, tests, debugs, and refine systems, analyzes systems for desired results.</td>
</tr>
<tr>
<td>Systems Engineer</td>
<td>4</td>
<td>Bachelor</td>
<td>Experienced as a computer system engineer on various systems. An expert of many programming languages and infrastructure. Develops complex systems, develops diagrams and logic flow charts, tests, debugs, and refine systems, analyzes systems for desired results.</td>
</tr>
<tr>
<td>Jr. Systems Engineer</td>
<td>2</td>
<td>Bachelor</td>
<td>A computer system engineer certified in one or more programming languages and knowledgeable of infrastructure components. Develops complex systems, develops diagrams and logic flow charts, tests, debugs, and refine systems, analyzes systems for desired results. Prepares documentation.</td>
</tr>
<tr>
<td>Sr. Software Engineer</td>
<td>10</td>
<td>Bachelor</td>
<td>Experienced as an applications programmer on large-scale applications. An expert of many programming languages and infrastructure. Develops complex software applications, develops diagrams and logic flow charts, tests, debugs, and refine applications, analyzes applications for desired results. Prepares documentation and provides technical direction.</td>
</tr>
<tr>
<td>Software Engineer</td>
<td>5</td>
<td>Bachelor</td>
<td>Experienced as an applications programmer on various applications. An expert of many programming languages and infrastructure. Develops complex software applications, develops diagrams and logic flow charts, tests, debugs, and refine applications, analyzes applications for desired results. Prepares documentation and provides technical direction.</td>
</tr>
<tr>
<td>Jr. Software Engineer</td>
<td>3</td>
<td>Bachelor</td>
<td>An applications programmer certified on one or more programming languages. Develops functional software applications, develops diagrams and logic flow charts, tests, debugs, and refine applications, analyzes applications.</td>
</tr>
<tr>
<td>Position</td>
<td>Level</td>
<td>Education</td>
<td>Duties</td>
</tr>
<tr>
<td>--------------------------</td>
<td>-------</td>
<td>-----------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Master Data Manager</td>
<td>5</td>
<td>Bachelor</td>
<td>Position will support operations by monitoring and analyzing master data, key data, and master relationship data within the organization.</td>
</tr>
<tr>
<td>Data Analyst</td>
<td>4</td>
<td>Bachelor</td>
<td>Applies analytical methodologies to address clients’ needs. Duties include data analysis, collection, modeling, testing, performance metrics development, and other project activities. Inspects, transforms, and models data with the goal of discovering useful information, suggesting conclusions, and supporting decision-making. Develops descriptive statistics, performs exploratory data analysis (EDA), and confirmatory data analysis (CDA). Focuses on discovering new features in the data and CDA on confirming or falsifying existing hypotheses.</td>
</tr>
<tr>
<td>Senior Consultant</td>
<td>7</td>
<td>Bachelor</td>
<td>Design projects through technical and/or substantive expertise and leadership that address the client's needs. Oversee the planning, design, and implementation of technical work. Ensure specific deliverables are completed in a high-quality, timely and cost-efficient manner. Manage client relations. Regarded as an expert in the field.</td>
</tr>
<tr>
<td>Midlevel Consultant</td>
<td>2</td>
<td>Bachelor</td>
<td>Independently perform a variety of project tasks in such areas as data collection, analysis, technical assistance, or project management. May provide training and technical supervision to less senior or less experienced staff. May use standard software packages and apply specialized quantitative and/or qualitative analysis techniques and methods. Work on assignments that are moderately complex with minimal direct supervision.</td>
</tr>
<tr>
<td>Programmer 1</td>
<td>4</td>
<td>Bachelor</td>
<td>Manage programming support for projects. Provide management and technical support to senior programmers and other research staff in support of contracts or corporate functions. Special skills: Multiple programming languages</td>
</tr>
</tbody>
</table>
such as SAS, Stata, Access, and Python. Highly proficient in software packages necessary for the completion of our work. Skilled in all aspects of data processing management

<table>
<thead>
<tr>
<th>Position</th>
<th>Years</th>
<th>Degree</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Manager</td>
<td>8</td>
<td>Bachelor</td>
<td>Identify the goals and scope of the project. Identify the risks associated with the project. Work with Department management to secure appropriate executive support of projects and appropriate funding of projects. Work with Department management to determine the project budget. Build a structured approach to successfully complete the project in the allotted time. Develop and manage written project plans, including program schedules. Effectively communicate those plans with all project team members, users, and other parties involved in the project. Determine the personnel, capital resources, equipment, and tools needed to complete the project. Proactively manage resource and scheduling issues. Communicate project needs, goals, and milestones with appropriate IT Department Managers, Department Director, and Senior Management and Team members. Drive program issues through to resolution. Drive process improvement in the product development and delivery process. Develop and maintain project charter. Coordinate activities of cross-functional teams. Concurrently manage multiple projects.</td>
</tr>
<tr>
<td>Warranty IT Technician</td>
<td>2</td>
<td>Bachelor</td>
<td>Responsible for maintaining any hardware issues for technology equipment.</td>
</tr>
</tbody>
</table>