



**Authorized Federal Supply Service  
Information Technology Schedule Pricelist  
General Purpose Commercial Information Technology  
Equipment, Software and Services**

**FSC Group 70, SIN 132-51**

**INFORMATION TECHNOLOGY PROFESSIONAL SERVICES**

FPDS Code D302 - IT Systems Development Services  
FPDS Code D307 - AIS Design & Integration Services.  
FPDS Code D311 - IT Data Conversion Services  
FPDS Code D399 – Other IT Services, Not Elsewhere Classified Services, or Other Information Services

FPDS Code D306 - IT Systems Analysis Services  
FPDS Code D308 - Programming Services  
FPDS Code D316 - IT Network Management Services

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.



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**Contract Number: 47QTCA18D00EV**

Period Covered by Contract: 06/25/2018 to 06/24/2023

**General Services Administration Federal Supply Service**

Products and ordering information in this Authorized FSS Information Technology Schedule Pricelist are also available on the GSA Advantage! System. Agencies can browse GSA Advantage! by accessing the Federal Supply Service's Home Page via the Internet at <http://www.fss.gsa.gov/>

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**BUCHANAN & EDWARDS – CAPABILITIES OVERVIEW****Changing Government Through Transformative Technology**

For two decades, BE has helped federal agencies do what they couldn't before. While their missions don't change, the way they execute those missions must change in today's demanding world. That's where we come in. We deliver modern technology solutions—and deep federal experience—to help agencies achieve their mission goals efficiently while remaining accountable and transparent. And we don't wait for tomorrow. We do it all with exceptional speed, mindful of the need to solve the problem now. BE. Changing government through transformative technology.

**Decision & Data Analytics**

- Data Consolidation
- Charts/Visualization
- Category Management
- Self-Service Reporting
- Dashboarding
- Data Transformation
- Mapping

**Content Intelligence**

- Enterprise Content Management
- Records Management
- Search Systems
- Unstructured Content Analytics
- eDiscovery & Litigation Response Planning

**Digital Services**

- Component-Based Functionality
- Continuous Deployment
- Mobile
- Adaptability
- Encapsulation
- Analytics-Drive Decision Making

**Cloud and Infrastructure Support**

- Strategy, Architecture, & Design
- System Virtualization
- Data Center Consolidation
- Cloud Infrastructure Management
- Legacy System Migration
- Cloud Strategy and Deployment
- Database Planning, Design, and Administration

**Service Delivery Optimization**

- Case Management
- Business Process Reengineering
- Process Optimization
- Tracking KPIs
- Resource Scheduling
- Business Dashboards
- ITSM

Forecasting

**CUSTOMER INFORMATION:**

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).	SIN 132-51, 132-51STLOC, 132-51RC – IT PROFESSIONAL SERVICES
1b. 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
1c. If the Contractor is proposing hourly rates,	Yes
2. Maximum order.	\$500,000
3. Minimum order.	\$100
4. Geographic coverage (delivery area).	Worldwide
5. Point(s) of production (city, county, and State or foreign country).	USA
6. Discount from list prices or statement of net price.	None
7. Quantity discounts.	None
8. Prompt payment terms.	None
9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold.	Accepted
9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold.	Accepted
10. Foreign items (list items by country of origin).	N/A
11a. Time of delivery. (Contractor insert number of days.)	30 days ARO
11b. Expedited Delivery.	15 days ARO
11c. Overnight and 2-day delivery.	N/A
12. F.O.B. point(s).	Destination
13a. Ordering address(es).	BUCHANAN & EDWARDS, INC. 1700 N MOORE ST STE 2110 ARLINGTON,VA,222091922
13b. Ordering procedures:	For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3
14. Payment address(es).	BUCHANAN & EDWARDS, INC. 1700 N MOORE ST STE 2110 ARLINGTON,VA,222091922
15. Warranty provision.	Standard Commercial
16. Export packing charges, if applicable.	N/A
17. Terms and conditions of Government purchase card acceptance	Government Purchase Cards will be accepted for payment less than, equal to and above the micro purchase threshold however no additional discounts will apply.

18. Terms and conditions of rental, maintenance, and repair (if applicable).	N/A
19. Terms and conditions of installation (if applicable).	N/A
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable).	N/A
21. List of service and distribution points (if applicable).	N/A
22. List of participating dealers (if applicable).	None
23. Preventive maintenance (if applicable).	N/A
24a. Special attributes such as environmental attributes.	N/A
24b. If applicable, indicate that Section 508	<a href="http://www.buchanan-edwards.com">www.buchanan-edwards.com</a>
25. Data Universal Number System (DUNS) number.	040767357
25a. Taxpayer Identification Number (TIN)	52-2046626
25b Business Size	Other than small business
25c. CAGE Code	1MRG9
26 System for Award Management (SAM) database.	Current.

## TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51)

### 1. SCOPE

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

In accordance with FAR 52.212-4 CONTRACT TERMS AND CONDITIONS--COMMERCIAL ITEMS (MAR 2009) (DEVIATION I - FEB 2007) for Firm-Fixed Price orders and FAR 52.212-4 CONTRACT TERMS AND CONDITIONS  COMMERCIAL ITEMS (MAR 2009) (ALTERNATE I   OCT 2008) (DEVIATION I – FEB 2007) applies to Time-and-Materials and Labor-Hour Contracts orders placed under this contract.

## **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**

**16.1 Labor Category Pricing**

Labor Category	Year1	Year2	Year3	Year4	Year5
Project Manager	\$170.95	\$176.08	\$181.36	\$186.80	\$192.40
Information Technology Consultant I	\$129.98	\$133.88	\$137.90	\$142.04	\$146.30
Information Technology Consultant II	\$195.38	\$201.24	\$207.28	\$213.50	\$219.91
Information Technology Consultant III	\$219.80	\$226.39	\$233.18	\$240.18	\$247.39
Information Technology Consultant IV	\$244.23	\$251.56	\$259.11	\$266.88	\$274.89
Information Technology Consultant V	\$268.65	\$276.71	\$285.01	\$293.56	\$302.37
Business Systems Analyst I	\$79.19	\$81.57	\$84.02	\$86.54	\$89.14
Business Systems Analyst II	\$92.17	\$94.94	\$97.79	\$100.72	\$103.74
Business Systems Analyst III	\$111.88	\$115.24	\$118.70	\$122.26	\$125.93
Business Systems Analyst IV	\$113.89	\$117.31	\$120.83	\$124.45	\$128.18
Software Developer I	\$105.86	\$109.04	\$112.31	\$115.68	\$119.15
Software Developer II	\$126.00	\$129.78	\$133.67	\$137.68	\$141.81
Software Developer III	\$165.50	\$170.47	\$175.58	\$180.85	\$186.28
Software Developer IV	\$180.73	\$186.15	\$191.73	\$197.48	\$203.40
Programmer/Analyst I	\$59.67	\$61.46	\$63.30	\$65.20	\$67.16
Programmer/Analyst II	\$109.19	\$112.47	\$115.84	\$119.32	\$122.90
Programmer/Analyst III	\$110.82	\$114.14	\$117.56	\$121.09	\$124.72
Programmer/Analyst IV	\$111.10	\$114.43	\$117.86	\$121.40	\$125.04
ERP Business Analyst I	\$90.17	\$92.88	\$95.67	\$98.54	\$101.50
ERP Business Analyst II	\$111.99	\$115.35	\$118.81	\$122.37	\$126.04
Network Engineer I	\$98.55	\$101.51	\$104.56	\$107.70	\$110.93
Network Engineer II	\$108.17	\$111.42	\$114.76	\$118.20	\$121.75
Systems Administrator I	\$80.44	\$82.85	\$85.34	\$87.90	\$90.54
Systems Administrator II	\$95.15	\$98.00	\$100.94	\$103.97	\$107.09
Systems Administrator III	\$109.68	\$112.97	\$116.36	\$119.85	\$123.45
.NET/SharePoint Developer/Subject Matter Expert I	\$142.40	\$146.67	\$151.07	\$155.60	\$160.27
.NET/SharePoint Developer/Subject Matter Expert II	\$163.04	\$167.93	\$172.97	\$178.16	\$183.50
Test Engineer I	\$102.37	\$105.44	\$108.60	\$111.86	\$115.22
Test Engineer II	\$146.75	\$151.15	\$155.68	\$160.35	\$165.16
Consultant I	\$118.95	\$122.52	\$126.20	\$129.99	\$133.89
Consultant II	\$123.75	\$127.46	\$131.28	\$135.22	\$139.28
Software Architect	\$126.65	\$130.45	\$134.36	\$138.39	\$142.54
Data Architect	\$138.25	\$142.40	\$146.67	\$151.07	\$155.60
Infrastructure Engineer	\$163.04	\$167.93	\$172.97	\$178.16	\$183.50
LAN Analyst	\$84.86	\$87.41	\$90.03	\$92.73	\$95.51
LAN/WAN Integrator	\$87.73	\$90.36	\$93.07	\$95.86	\$98.74
Quality Assurance	\$84.12	\$86.64	\$89.24	\$91.92	\$94.68
Technical Writer	\$86.73	\$89.33	\$92.01	\$94.77	\$97.61

16.2 Labor Categories Descriptions

CLIN	Labor Category Title	Functional Responsibilities	Minimum Education	Minimum Years' Experience
1	<b>Project Manager</b>	Managerial and technical leadership experience directing and supporting a broad range of technical efforts requiring both specialized and diverse knowledge. Advanced knowledge of scientific or engineering principals, theories and concepts to accomplish the objective of a total program, project or system. Develops or directs development of solutions to problems. Responsible to management for effectiveness of final results. Representation as a primary contact with clients and potential clients.	<b>Bachelors</b>	<b>5</b>
2	<b>IT Consultant I</b>	Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and installing to support an organization's application systems. Consults with users to identify current operating procedures and to clarify program objectives. May be expected to write documentation to describe program development, logic, coding, and corrections. Writes manual for users to describe installation and operating procedures. Communicates changes and may provide training to impacted business units. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks to include systems analysis and programming. May lead and direct the work of others. A wide degree of creativity and latitude is expected.	<b>Bachelors</b>	<b>1</b>

CLIN	Labor Category Title	Functional Responsibilities	Minimum Education	Minimum Years' Experience
3	IT Consultant II	<p>Provides analytical and program support, and is focused on high performance work. Typically contributes to the functional and technical specifications for development of a discrete project deliverable of moderate complexity. Completes assigned engagement tasks within the project scope and budget, while meeting deliverable requirements. Serves as a key analytical resource on engagement team. Assumes responsibility for conducting relevant research, distilling data, and creating reports. Actively engages consulting tools and methodologies to meet project objectives and complete program management activities. Maintains responsibility for quality assurance practices and fostering completion and accuracy of system documentation. May also participate in organizational assessments, and performance measures and indicators.</p>	Bachelors	4
4	IT Consultant III	<p>Researches and analyzes basic and complex issues surrounding the processes and systems of an organization. Makes recommendations surrounding improving processes, efficiency and practices. Designs, develops, implements and maintains business solutions. Works with main clients and project and business leaders to identify analytical requirements. Communicates changes and may provide training to impacted business units. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.</p>	Bachelors	6

CLIN	Labor Category Title	Functional Responsibilities	Minimum Education	Minimum Years' Experience
5	<b>IT Consultant IV</b>	<p>Researches and analyzes basic and complex issues surrounding the processes and systems of an organization. Makes recommendations surrounding improving processes, efficiency and practices. Simulates and tests process improvements. Communicates changes and may provide training to impacted business units. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks to include systems analysis and programming. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.</p>	<b>Masters</b>	<b>8</b>
6	<b>IT Consultant V</b>	<p>Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and installing to support an organization's application systems. Consults with users to identify current operating procedures and to clarify program objectives. May be expected to write documentation to describe program development, logic, coding, and corrections. Writes manual for users to describe installation and operating procedures. Communicates changes and may provide training to impacted business units. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks to include systems analysis and programming. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.</p>	<b>Masters</b>	<b>10</b>
7	<b>Business Systems Analyst I</b>	<p>Under general supervision, formulates and defines system scope and objectives through research and fact-finding to develop or modify moderately complex information systems. Prepares detailed specifications from which programs will be written. Designs, codes, tests, debugs, documents, and maintains those programs.</p>	<b>Bachelors</b>	<b>2</b>

CLIN	Labor Category Title	Functional Responsibilities	Minimum Education	Minimum Years' Experience
8	<b>Business Systems Analyst II</b>	Reviews, analyzes, and evaluates business systems and user needs. Documents requirements, defines scope and objectives, and formulates systems to parallel overall business strategies. Familiar with relational database concepts, and client-server concepts. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a manager.	<b>Bachelors</b>	<b>4</b>
9	<b>Business Systems Analyst III</b>	Reviews, analyzes, and evaluates business systems and user needs. Documents requirements, defines scope and objectives, and formulates systems to parallel overall business strategies. Familiar with relational database concepts, and client-server concepts. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager.	<b>Bachelors</b>	<b>6</b>
10	<b>Business Systems Analyst IV</b>	Reviews, analyzes, and evaluates business systems and user needs. Documents requirements, defines scope and objectives, and formulates systems to parallel overall business strategies. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May provide consultation on complex projects and is considered to be the top level contributor/specialist. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.	<b>Bachelors</b>	<b>8</b>
11	<b>Software Developer I</b>	Codes software applications to adhere to designs supporting internal business requirements or external customers. Standardizes the quality assurance procedure for software. Has knowledge of standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude required. Typically reports to a project leader or manager.	<b>Bachelors</b>	<b>1</b>

CLIN	Labor Category Title	Functional Responsibilities	Minimum Education	Minimum Years' Experience
12	Software Developer II	Codes software applications to adhere to designs supporting internal business requirements or external customers. Standardizes the quality assurance procedure for software. Has knowledge of standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude required. Typically reports to a project leader or manager.	Bachelors	3
13	Software Developer III	Codes software applications to adhere to designs supporting internal business requirements or external customers. Standardizes the quality assurance procedure for software. Oversees testing and develops fixes. Has knowledge of standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude required. Typically reports to a project leader or manager.	Bachelors	5
14	Software Developer IV	Codes software applications to adhere to designs supporting internal business requirements or external customers. Standardizes the quality assurance procedure for software. Has knowledge of standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude required. Typically reports to a project leader or manager.	Bachelors	8

CLIN	Labor Category Title	Functional Responsibilities	Minimum Education	Minimum Years' Experience
15	<b>Programmer/Analyst I</b>	Working under supervision to design, develop and implement information systems. Establish program and data parameters and formats. Coordinate and/or modify user requirements with existing and projected computer capacity and capabilities. Convert symbolic statements of problems into appropriate specifications for coding computer systems identifying functions to be programmed, information processing techniques used, and data representation. Prepare documentation, conduct program tests, correct program errors, and analyzes systems capabilities to resolve questions of program standard, output requirements, input data acquisition programming techniques and controls. Advise on new techniques associated with data processing programs.	AA	1
16	<b>Programmer/Analyst II</b>	Under general direction, designs, implements and maintains complex database with respect to JCL, access methods, access time, device allocation, validation checks, organization, protection and security, documentation and statistical methods. Includes maintenance of database dictionaries, overall monitoring of standards and procedures and integration of systems through database design. Competent to work at the highest level of all phases of database management.	Bachelors	5



CLIN	Labor Category Title	Functional Responsibilities	Minimum Education	Minimum Years' Experience
17	<b>Programmer/Analyst III</b>	<p>Technical experience participating in systems analysis and design definition. Analyzes, designs, codes and documents software applications. Performs all functions of digital computer programming, using standard design and programming techniques. Analyzes and studies system requirements and develops methods for problem solving by producing data flow diagrams, entity-relationship diagrams and/or associated documents. Advises on computer requirements and limitations to help define automation needs. Providing technical consultation in solving problems of design and reliability, or in maintaining the ability of the system. Writes procedural guidance to be followed by users. Maintains files, records, and operational data and prepares periodic and/or periodical reports and various other documents pertaining to assignments. Participates in the testing of computer programs, revising and refining all necessary documentation as testing is completed.</p>	<b>Bachelors</b>	<b>4</b>

<b>CLIN</b>	<b>Labor Category Title</b>	<b>Functional Responsibilities</b>	<b>Minimum Education</b>	<b>Minimum Years' Experience</b>
18	<b>Programmer/Analyst IV</b>	Establish program and data parameters and formats. Coordinate and/or modify user requirements with existing and projected computer capacity and capabilities. Convert symbolic statements of problems into appropriate specifications for coding computer systems identifying functions to be programmed, information processing techniques used, and data representation. Prepare documentation, conduct program tests, correct program errors, and analyze system capabilities to resolve questions of program standards, output requirements, input data acquisition, and programming techniques and controls. Advise on new techniques and estimate costs associated with data programs. Develop procedures and operating instructions. Revise existing programs, systems and procedures to correct deficiencies and maintain more effective data handling, conversion and storage. Develop solutions to a variety of problems of moderate scope and complexity. Work independently, with management review of end results. Has prime accountability for the maintenance and operating efficiency of a major subsystem.	<b>Bachelors</b>	<b>7</b>
19	<b>ERP Business Analyst I</b>	Adapts functional business requirements and processes to technical solutions based upon comprehensive enterprise application solution sets. Enterprise resource planning and management processes, including but not limited to: knowledge management, investment analysis, data warehousing, e-commerce, return on investment analysis, human resource analysis, material management and logistics, supply chain management, procurement, ordering, manufacturing, decision support, and information dissemination.	<b>Bachelors</b>	<b>5</b>

<b>CLIN</b>	<b>Labor Category Title</b>	<b>Functional Responsibilities</b>	<b>Minimum Education</b>	<b>Minimum Years' Experience</b>
<b>20</b>	<b>ERP Business Analyst II</b>	Under general direction, serves as senior subject matter expert associated with content, processes, and procedures associated with ERP. Defines detailed requirements, analyzes business needs, and validates solutions with the client. Details requirements through product development and other functions to support the project team. Monitors other business analysts in software development methods and processes and implementation of those methods. Evaluates development projects and assists in tailoring the development process to meet the project needs.	<b>Bachelors</b>	<b>4</b>
<b>21</b>	<b>Network Engineer I</b>	Supervises all personnel engaged in the operation and support of network facilities, including all communications equipment in large scale or multi-shift operations. Supervises complex operations that involve two or more additional functions such as, but not limited to, network operations, systems security, systems software support, and production support activities.	<b>Bachelors</b>	<b>4</b>
<b>22</b>	<b>Network Engineer II</b>	Under general direction, manages the purchase, installation, and support of network communications, including LAN/WAN systems. Responsible for evaluating current systems. Works on complex problems where analysis of situation requires in- depth evaluation of various factors. Plans large-scale systems projects through vendor comparison and cost studies. Provides work leadership and training to lower level network engineers. Requires expert knowledge of LAN/WAN systems, networks, and applications.	<b>Bachelors</b>	<b>2</b>

<b>CLIN</b>	<b>Labor Category Title</b>	<b>Functional Responsibilities</b>	<b>Minimum Education</b>	<b>Minimum Years' Experience</b>
23	<b>Systems Administrator I</b>	Under general direction, responsible for administration and day-to-day operation of organization's local area network (LAN). Provides integrated team support and maintenance of LAN hardware and software. Maintains integrity of the LAN hardware and software. Installs LAN software upgrades, including planning and scheduling, testing and coordination. Studies vendor products to determine those which best meet organization needs; assists in presentation of information to management resulting in purchase, and installation of hardware, software, and telecommunications equipment. Performs LAN security procedures, including implementing login requests. Evaluates new products and technologies to determine impact on existing system configurations. Prepares proposals, cost/benefit analyses, and feasibility studies. Provides liaison support between the PC/LAN team, vendors and internal support group as needed. Typically requires five to seven years of experience. Frequently reports to an information systems executive.	<b>Bachelors</b>	<b>10</b>
24	<b>Systems Administrator II</b>	Under general supervision, works in a data warehouse environment, which includes data design, database architecture, metadata, and repository creation. Translates business needs into long-term architecture solutions. Defines, designs, and builds dimensional databases. Responsible for developing data warehousing blueprints, evaluating hardware and software platforms, and integrating systems. Evaluates reusability of current data for additional analyses. Conducts data cleaning to rid the system of old, unused, or duplicate data. Reviews object and data models and the metadata repository to structure the data for better management and quicker access.	<b>Bachelors</b>	<b>7</b>

CLIN	Labor Category Title	Functional Responsibilities	Minimum Education	Minimum Years' Experience
25	<b>Systems Administrator III</b>	Responsible for the installation, configuration, and maintenance of UNIX operating systems. Recognizes and troubleshoots problems with server hardware and applications software. Establishes and documents standards and procedures for management review. Requires extensive knowledge of computer operations and familiarity with shell and kernel programming.	<b>Bachelors</b>	<b>7</b>
26	<b>.NET/SharePoint Developer/Subject Matter Expert I</b>	<p>Experience with Microsoft-based server applications, developing and implementing SharePoint-based solutions, and using service oriented approaches and .NET Frameworks for web-based interactive applications, relational databases and full lifecycle development.</p> <ul style="list-style-type: none"> <li>• Support the implementation of solution architecture by building components and custom designs; prototyping; data migration; maintaining technical integrity and consistency; documenting system.</li> <li>• Participate in peer code reviews.</li> <li>• Conduct and participate in code build and merge processes for system build.</li> <li>• Validate system performance by developing and conducting unit test scripts; completing bug fixes</li> <li>• Enhance overall team accomplishments and competence by planning delivery of solutions; answer technical and procedural</li> </ul>	<b>Bachelors</b>	<b>5</b>

CLIN	Labor Category Title	Functional Responsibilities	Minimum Education	Minimum Years' Experience
27	<b>.NET/SharePoint Developer/Subject Matter Expert II</b>	<p>Experience with developing Microsoft-based server applications, designing, developing, and implementing SharePoint-based solutions, and using service oriented approaches and .NET Frameworks for integration with business partners, transaction processing, web-based interactive applications, relational databases and full lifecycle development.</p> <ul style="list-style-type: none"> <li>• Implement solution architecture by building components and custom designs; prototyping; data migration; maintaining technical integrity and consistency; documenting system.</li> <li>• Conduct and participate in peer code reviews.</li> <li>• Conduct and participate in code build and merge processes for system build</li> <li>• Validate system performance by developing and conducting unit test scripts; completing bug fixes.</li> <li>• Serve as a Team Lead. Enhance overall team accomplishments and competence by planning delivery of solutions; answer technical and procedural questions for less-experienced team members; teach improved processes</li> </ul>	<b>Masters</b>	<b>8</b>
28	<b>Test Engineer I</b>	<p>Performs evaluation, recommendation and implementation of testing procedures and strategies for products, systems, components, or modifications. Oversees the identification of functional problems and leads the analysis, and interpretation of test results. Oversees the documentation, definition and maintenance of internal quality control standards and reliability programs. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complex tasks. A wide degree of creativity and latitude is required. Typically reports to a manager.</p>	<b>Bachelors</b>	<b>3</b>

CLIN	Labor Category Title	Functional Responsibilities	Minimum Education	Minimum Years' Experience
29	Test Engineer II	Primary duties include: <ul style="list-style-type: none"> <li>• Develop and implement testing processes, policies, and procedures</li> <li>• Write test plans and test documentation; review documentation produced by other test team members; provide feedback</li> <li>• Conduct manual functional testing</li> <li>• Provide Tier 3/4 Help Desk support on applications developed or maintained by the team</li> <li>• Conduct or schedule security testing (scans)</li> <li>• Make recommendations with respect to performance and load testing and execute them if needed</li> <li>• Provide mentorship to junior team members</li> <li>• Support testing metrics collection and reporting</li> <li>• Obtain, install and configure appropriate automated testing tools</li> <li>• Evaluate testing solutions and make recommendations</li> </ul>	Bachelors	6
30	Consultant I	Responsible for complex systems process analysis, design, and simulation. Focus is on process analysis and re-engineering, with an understanding of technical problems and solutions as they relate to the current and future technical implementations. Recommends and facilitates quality improvement efforts. May lead re-engineering team and act as project manager in some cases.	Bachelors	4
31	Consultant II	Works with user groups to solve IT-related business and technical problems with available technology, specifically in the areas of knowledge management, system life cycle, and telecommunications to include hardware, software, databases, data warehouse (and associated products such as Business Objects, Cognos, and Brio) and peripherals. Keeps abreast of technological developments and applications.	Bachelors	4

<b>CLIN</b>	<b>Labor Category Title</b>	<b>Functional Responsibilities</b>	<b>Minimum Education</b>	<b>Minimum Years' Experience</b>
<b>32</b>	<b>Software Architect</b>	Works designing and developing new software products or major enhancements to existing software. May lead a large development team in the design of highly complex software systems. Acts as highest-level technical expert, addressing problems of systems integration, compatibility, and multiple platforms. Responsible for project completion. Performs feasibility analysis on potential future projects to management.	<b>Bachelors</b>	<b>6</b>
<b>33</b>	<b>Data Architect</b>	Designs and builds relational databases. Develops strategies for data acquisitions, archive recovery, and implementation of a database. Works in a data warehouse environment, which includes data design, database architecture, metadata and repository creation. Translates business needs into long-term architecture solutions. Defines, designs, and builds dimensional databases. Develops data warehousing blueprints, evaluating hardware and software platforms, and integrating systems. Evaluates reusability of current data for additional analyses. Reviews object and data models and the metadata repository to structure the data for better management and quicker access.	<b>Bachelors</b>	<b>5</b>
<b>34</b>	<b>Infrastructure Engineer</b>	Expert knowledge of software development processes and best practices utilizing SharePoint as an engineer, and the Microsoft technology stack. Deep technical and architectural understanding of all aspects of Microsoft SharePoint platform solutions. Responsible for planning and overseeing server installation, deployment models, performance tuning, and enterprise scalability. Hands-on experience and capabilities for developing SharePoint solutions and deploying custom engineered solutions.	<b>Bachelors</b>	<b>5</b>
<b>35</b>	<b>LAN Analyst</b>	Under general direction, provides consultation to business area management and staff at the highest technical level for all aspects of PC/LAN design and configuration in a multi-server environment. Plans and coordinates the installation of new or modified Local Area Networks and installs and coordinates the resolution of network problems or malfunctions. Provides technical support and guidelines to client and	<b>Bachelors</b>	<b>5</b>



CLIN	Labor Category Title	Functional Responsibilities	Minimum Education	Minimum Years' Experience
36	LAN/WAN Integrator	Responsible for the overall integration of the enterprise-wide network including the planning, design, installation, maintenance, management, and coordination of the corporate LAN/WAN (may include local, metropolitan, and wide area networks). Has responsibility for technical architecture and recommendations related to LAN/WAN. Is typically a top-level technical contributor with advanced knowledge and experience in the area of local and wide area networking, communications, and related hardware/software. Maintains high level of technical expertise and studies vendor products to determine those which best meet organization needs. Presents information to management, which may result in the purchase and installation of hardware, software, and telecommunications equipment. Recommends network security procedures and policies. Knowledgeable in a multi-platform operating environment. May work with Voice and/or Data Communications Analysts.	Bachelors	3
37	Quality Assurance	Provides development of project Software Quality Assurance Plan and the implementation of procedures that conforms to the requirements of the contract. Provides an independent assessment of how the project's software development process is being implemented relative to the defined process and recommends methods to optimize the organization's process.	Bachelors	7
38	Technical Writer	Writes a variety of technical articles, reports, brochures, and/or manuals for documentation for a wide range of uses. May be responsible for coordinating the display of graphics and the production of the document. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.	Bachelors	4

Experience may be substituted for education on a year for year basis. +