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: GSAAdvantage.gov.

INFORMATION TECHNOLOGY Schedule 70 - GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY EQUIPMENT, SOFTWARE AND SERVICES

SPECIAL ITEM NUMBER 132-34 – Maintenance of Software as a Service
SPECIAL ITEM NUMBER 132-41 – Earth Observation Solutions
SPECIAL ITEM NUMBER 132-51 – Information Technology Professional Services

Contract number: 47QTCA18D00FS
Contract period: July 9, 2018 through July 8, 2023

For more information on ordering from Federal Supply Schedules go to the internet address: http://www.gsa.gov/schedules.

Element 84, Inc.
210 N. Lee Street Suite 203
Alexandria, VA 22314
Phone: (703) 650-5490
www.element84.com

Point of Contact: Shkan Woodruff
Email: shkan@element84.com

Business Size: Small
SPECIAL ITEM NUMBERS (SINS) OFFERED

SPECIAL ITEM NUMBER 132-34 – Maintenance of Software as a Service
FSC/PSC Class J070 Maint/Repair/Rebuild of Equipment – ADP Equipment/Software/Supplies/Support Equipment

SPECIAL ITEM NUMBER 132-41 – Earth Observation Solutions
FSC/PSC Class D304 IT AND TELECOM- TELECOMMUNICATIONS AND TRANSMISSION
• IT AND TELECOM-TELECOMMUNICATIONS AND TRANSMISSION
FSC/PSC Class D305 IT AND TELECOM- TELEPROCESSING, TIMESHARE, AND CLOUD COMPUTING • IT AND TELECOM-
TELEPROCESSING, TIMESHARE, AND CLOUD COMPUTING
FSC/PSC Class D317 IT AND TELECOM- WEB-BASED SUBSCRIPTION

SPECIAL ITEM NUMBER 132-51 – Information Technology Professional Services
FSC/PSC Class D301 IT AND TELECOM- FACILITY OPERATION AND MAINTENANCE
• Facility Management
FSC/PSC Class D302 IT AND TELECOM- SYSTEMS DEVELOPMENT
• Systems Development Services
FSC/PSC Class D306 IT AND TELECOM- SYSTEMS ANALYSIS
• Systems Analysis Services
FSC/PSC Class D307 IT AND TELECOM- IT STRATEGY AND ARCHITECTURE
• Automated Information Systems Services
FSC/PSC Class D308 IT AND TELECOM- PROGRAMMING
• Programming Services
FSC/PSC Class D310 IT AND TELECOM- CYBER SECURITY AND DATA BACKUP
• Backup and Security Services
FSC/PSC Class D311 IT AND TELECOM- DATA CONVERSION
• Data Conversion Services
FSC/PSC Class D313 IT AND TELECOM- COMPUTER AIDED DESIGN/COMPUTER AIDED MANUFACTURING (CAD/CAM)
• Computer Aided Design Services
• Computer Aided Manufacturing Services
FSC/PSC Class D316 IT AND TELECOM- TELECOMMUNICATIONS NETWORK MANAGEMENT
• IT Network Management Services
FSC/PSC Class D317 IT AND TELECOM- WEB-BASED SUBSCRIPTION
• Creation/Retrieval of IT Related Data Services
• Creation/Retrieval of Other Information Services
• Creation/Retrieval of IT Related Automated News Services
FSC/PSC Class D399 IT AND TELECOM- OTHER IT AND TELECOMMUNICATIONS
• Other Information Technology Services, Not Elsewhere Classified
1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s):

<table>
<thead>
<tr>
<th>SIN</th>
<th>SIN Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>132-34</td>
<td>Maintenance of Software as a Service</td>
</tr>
<tr>
<td>132-41</td>
<td>Earth Observation Solutions</td>
</tr>
<tr>
<td>132-51</td>
<td>Information Technology Professional</td>
</tr>
</tbody>
</table>

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply: N/A

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item: Please refer to Page #21, LABOR CATEGORY DESCRIPTIONS.

2. Maximum order:
   Special Item No. 132-34 Maintenance of Software as a Service -- $500,000
   Special Item No. 132-41 Earth Observation Solutions -- $1,000,000
   Special Item No. 132-51 Information Technology Professional Services -- $500,000

3. Minimum order: $100

4. Geographic coverage (delivery area):

5. Point(s) of production (city, county, and State or foreign country):
   Same as company address.

6. Discount from list prices or statement of net price:
   Prices shown in pricelist are net. Discounts have been deducted and the Industrial Funding Fee has been added.

7. Quantity discounts:
   1% for single task orders $500K
   2% for single task orders $1M+

8. Prompt payment terms: 0%; Net 30 days

9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold:
   Government purchase cards are accepted at and below the micro-purchase threshold.
9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:
Government purchase cards are accepted above the micro-purchase threshold.

10. Foreign items (list items by country of origin): N/A

11a. Time of delivery: Negotiated with Ordering Activity

11b. Expedited Delivery: Negotiated with Ordering Activity

11c. Overnight and 2-day delivery: Negotiated with Ordering Activity

12. F.O.B. point(s): Destination

13a. Ordering address(es):
Computer-to-Computer Electronic Data Interchange (EDI)
Element 84, Inc.
Attn: Shkan Woodruff
210 N. Lee Street, Suite 203
Alexandria, VA. 22314
703-650-5490
571-982-5127
shkan@element84.com

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):
Element 84, Inc.
210 N. Lee Street, Suite 203
Alexandria, VA 22314

15. Warranty provision: N/A

16. Export packing charges, if applicable: N/A

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): None

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

20a. Terms and conditions for any other services (if applicable): N/A

21. List of service and distribution points (if applicable): N/A

22. List of participating dealers (if applicable): N/A

23. Preventive maintenance (if applicable): N/A
24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).

24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor’s website or other location.) The EIT standards can be found at: [www.Section508.gov](http://www.Section508.gov); N/A

25. Data Universal Number System (DUNS) number:
962502394

26. Notification regarding registration in System for Award Management (SAM) database:
Element 84, Inc. is registered in SAM and the registration is current, CAGE code: 60B84
132 34 -- Maintenance of Software as a Service - SUBJECT TO COOPERATIVE PURCHASING -- Software maintenance as a service creates, designs, implements, and/or integrates customized changes to software that solve one or more problems and is not included with the price of the software. Software maintenance as a service includes person-to-person communications regardless of the medium used to communicate: telephone support, on-line technical support, customized support, and/or technical expertise which are charged commercially. Software maintenance as a service is billed in arrears in accordance with 31 U.S.C. 3324.

132 41 -- Earth Observation Solutions - SUBJECT TO COOPERATIVE PURCHASING – Provides geospatial earth observation technologies, products, and services to include, but not limited to, ground, satellite and aerial based sensor data and imagery; worldwide digital transmission, internet, data, and video services and products through various networks, platforms, and applications. Offerings include global coverage, imagery, archive storage and distribution, monitoring, basemaps (mosaics), and earth observation solutions for accurate, mission critical information for uses to include, but not limited to, environmental, agriculture, meteorology, forestry, fish & wildlife habitats, disaster response and recovery, defense, maritime, mapping, humanitarian support, transportation, and public safety.

Includes direct-downlink and delivery services including ground and mobile ground terminals, direct access service, direct to cell phones, ships, and aircraft. Provides solutions based on commercially available dedicated, shared, or on-demand satellite resources and associated terrestrial components and/or airborne constellation/platforms including Unmanned Aerial Systems (UAS). This includes, but not limited to, ground, satellite-based or airborne communications, sensor data, imagery and geospatial collected or derived services and/or products. Sensor data includes electro-optical; synthetic aperture radar; Hyperspectral; LiDAR, geomagnetic field; gravity field, thermal, sonar, and all other current and emerging technologies.

Includes remote sensing and analytic software products, software applications, software data management and analysis, and cloud applications. The full range of end-to-end data services are in the scope of this SIN to include, but not limited to, advanced data analytics, crowdsourcing, change detection, alert notification, machine learning, and emerging technologies and solutions.

132 51 -- Information Technology Professional Services – SUBJECT TO COOPERATIVE PURCHASING – Includes resources and facilities management, database planning and design, systems analysis and design, network services, programming, conversion and implementation support, network services project management, data/records management, and other services relevant to 29CFR541.400.
1. 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 software that has been tendered for acceptance. The ordering activity may require repair or replacement of nonconforming software at no increase in contract price. The ordering activity must exercise its postacceptance 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 software, unless the change is due to the defect in the software.

2. ENTERPRISE USER LICENSE AGREEMENTS REQUIREMENTS (EULA)

The Contractor shall provide all Enterprise User License Agreements in an editable Microsoft Office (Word) format.

3. GUARANTEE/WARRANTY

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

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. If no implied warranties are given, an express warranty of at least 60 days must be given in accordance with FAR 12.404(b)(2)

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.

4. TECHNICAL SERVICES

Element 84 uses pagerduty.com for after hours support organizing. The system is set up to work with both people and monitor systems and notifies the appropriate team member for response.

5. SOFTWARE MAINTENANCE

a. Software maintenance as it is defined: (select software maintenance type) :

   ✓ (2) Software Maintenance as a Service (SIN 132-34)

   Software maintenance as a service creates, designs, implements, and/or integrates customized changes to software that solve one or more problems and is not included with the price of the software. Software maintenance as a service includes person-to-person communications regardless of the medium used to communicate: telephone support, on- line technical support, customized support, and/or technical expertise which are charged commercially. Software
maintenance as a service is billed arrears in accordance with 31 U.S.C. 3324.

Software maintenance as a service is billed in arrears in accordance with 31 U.S.C. 3324.

b. Invoices for maintenance service shall be submitted by the Contractor on a quarterly or monthly basis, after the completion of such period. Maintenance charges must be paid in arrears (31 U.S.C. 3324). PROMPT PAYMENT DISCOUNT, IF APPLICABLE, SHALL BE SHOWN ON THE INVOICE.

6. PERIODS OF MAINTENANCE (SIN 132-34)

a. The Contractor shall honor orders for periods for the duration of the contract period or a lessor period of time.

b. Maintenance may be discontinued by the ordering activity on thirty (30) calendar days written notice to the Contractor.

c. Annual Funding. When annually appropriated funds are cited on an order for maintenance, the period of the maintenance shall automatically expire on September 30 of the contract period, or at the end of the contract period, whichever occurs first. Renewal of the maintenance orders citing the new appropriation shall be required, if the maintenance is to be continued during any remainder of the contract period.

d. Cross-Year Funding Within Contract Period. Where an ordering activity’s specific appropriation authority provides for funds in excess of a 12 month (fiscal year) period, the ordering activity may place an order under this schedule contract for a period up to the expiration of the contract period, notwithstanding the intervening fiscal years.

e. Ordering activities should notify the Contractor in writing thirty (30) calendar days prior to the expiration of an order, if the maintenance is to be terminated at that time. Orders for the continuation of maintenance will be required if the maintenance is to be continued during the subsequent period.

7. CONVERSION FROM TERM LICENSE TO PERPETUAL LICENSE

Not Applicable

8. TERM LICENSE CESSATION

Not Applicable

9. UTILIZATION LIMITATIONS - (SIN 132-32, SIN 132-33, AND SIN 132-34)

a. Software acquisition is limited to commercial computer software defined in FAR Part 2.101.

b. When acquired by the ordering activity, commercial computer software and related documentation so legend shall be subject to the following:

   (1) Title to and ownership of the software and documentation shall remain with the Contractor, unless otherwise specified.
Software licenses are by site and by ordering activity. An ordering activity is defined as a cabinet level or independent ordering activity. The software may be used by any subdivision of the ordering activity (service, bureau, division, command, etc.) that has access to the site the software is placed at, even if the subdivision did not participate in the acquisition of the software. Further, the software may be used on a sharing basis where multiple agencies have joint projects that can be satisfied by the use of the software placed at one ordering activity's site. This would allow other agencies access to one ordering activity's database. For ordering activity public domain databases, user agencies and third parties may use the computer program to enter, retrieve, analyze and present data. The user ordering activity will take appropriate action by instruction, agreement, or otherwise, to protect the Contractor's proprietary property with any third parties that are permitted access to the computer programs and documentation in connection with the user ordering activity's permitted use of the computer programs and documentation. For purposes of this section, all such permitted third parties shall be deemed agents of the user ordering activity.

Except as is provided in paragraph 8.b(2) above, the ordering activity shall not provide or otherwise make available the software or documentation, or any portion thereof, in any form, to any third party without the prior written approval of the Contractor. Third parties do not include prime Contractors, subcontractors and agents of the ordering activity who have the ordering activity's permission to use the licensed software and documentation at the facility, and who have agreed to use the licensed software and documentation only in accordance with these restrictions. This provision does not limit the right of the ordering activity to use software, documentation, or information therein, which the ordering activity may already have or obtains without restrictions.

The ordering activity shall have the right to use the computer software and documentation with the computer for which it is acquired at any other facility to which that computer may be transferred, or in cases of Disaster Recovery, the ordering activity has the right to transfer the software to another site if the ordering activity site for which it is acquired is deemed to be unsafe for ordering activity personnel; to use the computer software and documentation with a backup computer when the primary computer is inoperative; to copy computer programs for safekeeping (archives) or backup purposes; to transfer a copy of the software to another site for purposes of benchmarking new hardware and/or software; and to modify the software and documentation or combine it with other software, provided that the unmodified portions shall remain subject to these restrictions.

"Commercial Computer Software" may be marked with the Contractor's standard commercial restricted rights legend, but the schedule contract and schedule pricelist, including this clause, "Utilization Limitations" are the only governing terms and conditions, and shall take precedence and supersede any different or additional terms and conditions included in the standard commercial legend.

10. SOFTWARE CONVERSIONS - (SIN 132-32 AND SIN 132-33)

Not Applicable

11. DESCRIPTIONS AND EQUIPMENT COMPATIBILITY

The Contractor shall include, in the schedule pricelist, a complete description of each software product and a list of equipment on which the software can be used. Also, included shall be a brief, introductory explanation of the modules and documentation which are offered.
12. RIGHT-TO-COPY PRICING

The Contractor shall insert the discounted pricing for right-to-copy licenses.
1. SCOPE

a. The terms and conditions stated under Special Item Numbers 132-41 Earth Observation Solutions apply exclusively to this SIN within the Information Technology Schedule.

b. This SIN is a solutions SIN, which involves services and products to include but not limited to imagery, subscriptions, software, platform and data as a service, and end-to-end data analytics. This SIN provides ordering activities with access to a wide range of Earth Observation Solutions.

c. Earth Observation Solutions provided shall comply with all certifications and industry standards as specified by ordering activity.

d. 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. INFORMATION ASSURANCE/SECURITY REQUIREMENTS

a. The contractor shall meet information assurance and security requirements in accordance with the ordering activity requirements specified in the order and/or Blanket Purchase Agreement. The ordering activity is responsible for ensuring to the maximum extent practicable that each requirement issued is in compliance with the Federal Information Security Management Act (FISMA) as applicable.

b. The ordering activity shall assign an impact level (per Federal Information Processing Standards Publication 199 & 200 (FIPS 199, "Standards for Security Categorization of Federal Information and Information Systems") (FIPS 200, “Minimum Security Requirements for Federal Information and Information Systems”) prior to issuing the initial statement of work. Evaluations shall consider the extent to which each proposed service accommodates the necessary security controls based upon the assigned impact level. The Contractor awarded the SIN shall be capable of meeting at least the minimum security requirements assigned against a low-impact information system.

c. The ordering activity reserves the right to independently evaluate, audit, and verify the FISMA compliance for any proposed or awarded services. All FISMA certification, accreditation, and evaluation activities are the responsibility of the ordering activity.

d. Ordering activities are responsible for determining any additional information assurance and security related requirements based on the nature of the application and relevant mandates. This may include incorporation of the appropriate security forms (e.g., a DD-254) for any special clearance requirements and indoctrinations, such as Sensitive Compartmented Information (SCI). This may also include DOD Directives cited in specific orders and Blanket Purchase Agreements.

3. STANDARDS COMPLIANCE

Vendor suitability for offering solutions through the Earth Observation Solutions SIN must be in accordance with the laws and standards when cited applicable to specific orders and Blanket Purchase Agreements.
Agreements. Offerings shall comply with cited Department of Defense (DoD) standards, Intelligence Community (IC) standards, Open Geospatial Consortium (OGC) standards (http://www.opengeospatial.org/standards), and other standards such as https://nationalmap.gov/standards stated as applicable in specific orders and Blanket Purchase Agreements.

4. ORDER

a. Ordering activities/agencies may use written orders, Electronic Data Interchange (EDI) orders, Blanket Purchase Agreements, individual purchase orders, delivery 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 delivery or task orders are subject to the terms and conditions of the contract. In the event of conflict between an order and the contract, the contract will take precedence.

5. 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 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 Earth Observation Solutions 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. All travel will be agreed upon with the client prior to the Contractor’s travel.

6. 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 product that has been tendered for acceptance. The ordering activity may require repair or replacement of nonconforming item 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 product, unless the change is due to the defect in the product. For inspection and acceptance, the latest versions in the contract apply of 52.212-4 CONTRACT TERMS AND CONDITIONS –COMMERCIAL ITEMS and 552.212-4 CONTRACT TERMS AND CONDITIONS – COMMERCIAL ITEMS.
7. ENTERPRISE USER LICENSE AGREEMENTS REQUIREMENTS (EULA)/COMMERCIAL SUPPLIER AGREEMENTS (CSAs)

The Contractor shall provide all EULAs/CSAs in an editable Microsoft Office (Word) format.

8. WARRANTY

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

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. If no implied warranties are given, an express warranty of at least 60 days must be given in accordance with FAR 12.404(b)(2).

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.

9. TECHNICAL SERVICES

Element 84 uses pagerduty.com for afterhours support organizing. The system is set up to work with both people and monitor systems and notifies the appropriate team member for response.

10. 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 (MAY 2014) Rights in Data – General, may apply.

The Contractor shall comply with contract clause (52.204-21) to the Federal Acquisition Regulation (FAR) for the basic safeguarding of contractor information systems that process, store, or transmit Federal data received by the contract in performance of the contract. This includes contract documents and all information generated in the performance of the contract.

11. RESPONSIBILITIES OF THE ORDERING ACTIVITY

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

12. INDEPENDENT CONTRACTOR

All work performed under the Earth Observation Solutions SIN shall be as an independent Contractor, and not as an agent or employee of the ordering activity.
13. 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.

14. INVOICES

The Contractor, upon completion of the work ordered, shall submit invoices. 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.

15. RESUMES

Resumes shall be provided to the GSA Contracting Officer or the user ordering activity upon request or as required. The contractor is required to provide personnel meeting the qualifications specified under any labor categories quoted on a Time & Materials order or that form the Firm Fixed Price.

16. 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.

17. DESCRIPTION OF SERVICES AND PRICING

a. The Contractor shall provide a description of offerings under Earth Observation Solutions SIN in the same manner as the Contractor sells to its commercial and ordering activity customers. The contractor shall provide a description and any applicable licensing should be included. If the contractor is proposing hourly rates (for hours that are not already rolled into a subscription), then a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service
should be provided.

b. Pricing 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 if applicable. Contractors shall only use personnel who meet the requirements or any equivalent combination of education and experience cited by the vendor:

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

c. Group 70 Information Technology Schedule is not to be used as a means to procure services which fall under the Brooks Act. The services offered under this SIN shall NOT include construction, alteration of real property or Architect-Engineering (A-E) services as set forth in FAR Part 36. 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 that are allowable on Schedule 70.
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

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

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

c. 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
The labor category definitions in our Pricelist describe the functional responsibilities and education and experience requirements for each labor category. These requirements are a guide to the types of experience and educational background of typical personnel in each labor category.

Education and experience may be substituted for each other. Each year of relevant experience may be substituted for 1 year of education, and vice versa. In addition, certifications, professional licenses, and vocational technical training may be substituted for experience or education with the written approval of the ordering activity.

<table>
<thead>
<tr>
<th>Degree</th>
<th>Experience Equivalence*</th>
<th>Other Equivalence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate’s</td>
<td>1 year relevant experience</td>
<td>Vocational or technical training in work-related field</td>
</tr>
<tr>
<td>Bachelor’s</td>
<td>Associate’s degree + 2 years relevant experience, or 4 years relevant experience</td>
<td>Professional certification</td>
</tr>
<tr>
<td>Master’s</td>
<td>Bachelor’s + 2 years relevant experience, or Associate’s + 4 years relevant experience</td>
<td>Professional license</td>
</tr>
<tr>
<td>Doctorate</td>
<td>Master’s + 2 years relevant experience, or Bachelor’s + 4 years relevant experience</td>
<td></td>
</tr>
</tbody>
</table>

* Successful completion of each year of higher education that has not yet resulted in a degree may be counted 1-for-1 for a year of experience.

Staff must meet the minimum qualifications of the labor categories as defined or qualify via the experience equivalence outlined above. Element 84 may, at our discretion, map staff that exceed the minimum associated with each labor category. Labor category qualifications set the minimum requirement necessary to qualify to perform services. The labor category qualifications do not set an education or experience ceiling.

Further, both parties recognize that, on occasion, there may be a need to waive the requirements in order to use the best individual for the task. Therefore, waivers to the education/experience requirements may be granted by either the task order contracting officer or contracting officer technical representative. If such a waiver is included in our proposal, award of said proposal shall be deemed a grant of the waiver.
**EOS Configuration Manager, Principal**

**Description:** Experienced in recommending, documenting and verifying proper software and hardware systems configuration management. Leads tasks and supervises staff in analyzing data and preparing plans, performing studies and monitoring effectiveness of systems configuration, identifying potential and existing problems and making recommendation for resolution, audits and reviews systems configuration, and records and updates information that describes all systems. Ensures the integrity, reliability, and reproducibility of internally developed software products from conception to release. Responsible for version control of internally developed software products and related documentation, along with verifying hardware that is capable of running associated applications. Manages enterprise Software Configuration Management (SCM) tools and provides technical software development standards around software building by providing tools that consistently build, package, report on, and ensure the integrity of developed software products throughout all environments (development, test and production).

**Education and Experience:** Bachelor’s Degree and a minimum of 10 years of EOS experience within the scope of the contract.

* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.

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**EOS Configuration Manager, Senior**

**Description:** Under general supervision, recommends, documents and verifies proper software and hardware systems configuration management. Analyzes data and prepares plans, performs studies and monitors effectiveness of systems configuration, identifies potential and existing problems and makes recommendation for resolution, audits and reviews systems configuration, and records and updates information that describes all systems. Ensures the integrity, reliability, and reproducibility of internally developed software products from conception to release. Responsible for version control of internally developed software products and related documentation, along with verifying hardware that is capable of running associated applications. Manages enterprise Software Configuration Management (SCM) tools and provides technical software development standards around software building by providing tools that consistently build, package, report on, and ensure the integrity of developed software products throughout all environments (development, test and production).

**Education and Experience:** Bachelor’s Degree and a minimum of 6 years of EOS experience within the scope of the contract.

* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.

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**EOS Configuration Manager**

**Description:** Under indirect supervision, analyzes data and prepares plans, performs studies and monitors effectiveness of systems configuration, identifies potential and existing problems and makes recommendation for resolution, audits and reviews systems configuration, and records and updates information that describes all systems. Ensures the integrity, reliability, and reproducibility of internally developed software products from conception to release. Responsible for version control of internally developed software products and related documentation, along with verifying hardware that is capable of running associated applications. Manages enterprise Software Configuration Management (SCM) tools and provides technical software development standards around software building by providing tools that consistently build, package, report on, and ensure the integrity of developed software products throughout all environments (development, test and production).

**Education and Experience:** Bachelor’s Degree and a minimum of 3 years of EOS experience within the scope of the contract.

* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.
**EOS Configuration Manager, Associate**

**Description:** Under immediate supervision, analyzes data and prepares plans, performs studies and monitors effectiveness of systems configuration, identifies potential and existing problems and makes recommendation for resolution, audits and reviews systems configuration, and records and updates information that describes all systems. Ensures the integrity, reliability, and reproducibility of internally developed software products from conception to release. Responsible for version control of internally developed software products and related documentation, along with verifying hardware that is capable of running associated applications. Manages enterprise Software Configuration Management (SCM) tools and provides technical software development standards around software building by providing tools that consistently build, package, report on, and ensure the integrity of developed software products throughout all environments (development, test and production).

**Education and Experience:** Bachelor’s Degree and a minimum of 0 years of EOS experience within the scope of the contract.

* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.

**EOS Discipline Engineer, Principal**

**Description:** Provide system and operations support for science data systems, which includes developing requirements, operations concepts, implementation strategies and system architecture. The scope of these science data systems engineering activities includes technical leadership and engineering technical authority for all science data systems elements, including end-to-end data flow from the spacecraft/instrument to the end user interface. Develop and implement risk mitigation strategies, and provide directions for the infusion of new technologies into science efforts, ensuring that technology advancements are successfully transitioned to operational status. Coordinate and lead the technical activities of senior and other science data system and sub-sub-system engineers to interact effectively with project management.

**Education and Experience:** Bachelor’s Degree and a minimum of 10 years of EOS experience within the scope of the contract.

* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.

**EOS Discipline Engineer, Senior**

**Description:** Provide system and operations support for science data systems, which includes developing requirements, operations concepts, implementation strategies and system architecture. The scope of these science data systems engineering activities includes technical leadership and engineering technical authority for all science data systems elements, including end-to-end data flow from the spacecraft/instrument to the end user interface. Develop and implement risk mitigation strategies, and provide directions for the infusion of new technologies into science efforts, ensuring that technology advancements are successfully transitioned to operational status.

**Education and Experience:** Bachelor’s Degree and a minimum of 6 years of EOS experience within the scope of the contract.

* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.

**EOS Discipline Engineer**

**Description:** Provide system and operations support for science data systems, which includes developing requirements, operations concepts, implementation strategies and system architecture. The scope of these science data systems engineering activities includes technical leadership and engineering technical authority for all science data systems elements, including end-to-end data flow from the spacecraft/instrument to the end user interface. Develop and implement risk mitigation strategies, and provide directions for the infusion of new technologies into science efforts, ensuring that technology advancements are successfully transitioned to operational status.
**Education and Experience:** Bachelor’s Degree and a minimum of 3 years of EOS experience within the scope of the contract.

*These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.*

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**EOS Enterprise Architect, Principal**

**Description:** Recognized leader in the field of information technology or SME in a functional discipline. Assists and supports with the configuration of systems, networks and IT related business processes. Assists the client in knowledge transfer, testing and supports the preparation of IT project lifecycle business, functional and technical deliverables/work products. Demonstrates knowledge of architecture methodologies and core competencies and sets priorities appropriately.

**Education and Experience:** Master’s Degree and a minimum of 12 years of EOS experience within the scope of the contract.

*These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.*

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**EOS Enterprise Architect, Senior**

**Description:** Provides supervisory and client guidance regarding the architecture in terms of business, data, application and technology. Develops enterprise architecture artifacts and conducts analyses on enterprise architecture artifacts. Assists and supports with the configuration of systems, networks and IT related business processes. Assists the client in knowledge transfer, testing and supports the preparation of IT project lifecycle business, functional and technical deliverables/work products. Demonstrates knowledge of architecture methodologies and core competencies and sets priorities appropriately.

**Education and Experience:** Master’s Degree and a minimum of 10 years of EOS experience within the scope of the contract.

*These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.*

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**EOS Enterprise Architect**

**Description:** Provides advice and guidance regarding the architecture in terms of business, data, application and technology. Develops enterprise architecture artifacts and conducts analyses on enterprise architecture artifacts. Assists and supports with the configuration of systems, networks and IT related business processes. Assists the client in knowledge transfer, testing and supports the preparation of IT project lifecycle business, functional and technical deliverables/work products. Demonstrates knowledge of architecture methodologies and core competencies and sets priorities appropriately.

**Education and Experience:** Master’s Degree and a minimum of 8 years of EOS experience within the scope of the contract.

*These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.*

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**EOS Integration Engineer, Principal**

**Description:** Experienced in the creation of strategies and plans for integration of multiple IT systems/subsystems into an operational unit, ensuring full functional and performance capabilities are retained. Coordinate with development and user teams to assess risks, goals and needs and ensure that all are adequately addressed. Integrates software and hardware, system set up and configuration, system security, software installation, preventive maintenance, and similar functions. Experienced in introducing new hardware or software into a new or existing environment while minimizing disruption and mitigating risks. Provide technical expertise and consulting in order to assist users in identifying and applying the tools of information technology that cross multiple platforms and disciplines.
Education and Experience: Bachelor’s Degree and a minimum of 10 years of EOS experience within the scope of the contract.

* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.

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**EOS Integration Engineer, Senior**

**Description:** Experienced in the creation of strategies and plans for integration of multiple IT systems/subsystems into an operational unit, ensuring full functional and performance capabilities are retained. Integrates software and hardware, system setup and configuration, system security, software installation, preventive maintenance, and similar functions. Experienced in introducing new hardware or software into a new or existing environment while minimizing disruption and mitigating risks.

Education and Experience: Bachelor’s Degree and a minimum of 6 years of EOS experience within the scope of the contract.

* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.

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**EOS Integration Engineer**

**Description:** Experienced in the coordination and integration of multiple IT systems/subsystems into an operational unite, ensuring full functional and performance capabilities are retained. Experienced in introducing new hardware and software into a new or existing environment while minimizing disruption and mitigating risks.

Education and Experience: Bachelor’s Degree and a minimum of 3 years of EOS experience within the scope of the contract.

* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.

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**EOS Multimedia Specialist, Principal**

**Description:** Responsible for the conceptualization, layout and preparation of high quality graphics, text, and templates for items such as proposals, presentations, reports, displays, brochures, posters, and marketing materials. Responsibilities further include producing and/or revising technical articles, proposals, publications, books, manuals, reports, and determining project requirements and presenting drafts of finished product to the user ensuring high quality of output. Provides supervision and tasking of other multimedia specialist.

Education and Experience: Bachelor’s Degree and a minimum of 12 years of EOS experience within the scope of the contract.

* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.

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**EOS Multimedia Specialist, Senior**

**Description:** Responsible for the conceptualization, layout and preparation of high quality graphics, text, and templates for items such as proposals, presentations, reports, displays, brochures, posters, and marketing materials. Responsibilities further include producing and/or revising technical articles, proposals, publications, books, manuals, reports, and determining project requirements and presenting drafts of finished product to the user ensuring high quality of output. Provides supervision and tasking of other multimedia specialist.

Education and Experience: Bachelor’s Degree and a minimum of 7 years of EOS experience within the scope of the contract.

* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.
EOS Multimedia Specialist

**Description:** Plans, lays out, draws and produces a variety of high quality graphics, text, and templates for items such as proposals, presentations, reports, displays, brochures, posters, and marketing materials. Responsibilities further include producing and/or revising technical articles, proposals, publications, books, manuals, reports, and determining project requirements and presenting drafts of finished product to the user ensuring high quality of output.

**Education and Experience:** Bachelor’s Degree and a minimum of 3 years of EOS experience within the scope of the contract.

* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.

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EOS Development Operations, Senior

**Description:** Work with cross functional teams to management requirements, dependencies, and streamline parallel development. Coordinate and identify engineering process automation to achieve continuous develop and continuous integration. Build automation for system configurations, application upgrades, monitoring and rollout of tools. Maintain and manage source control, code repository. Able to work on an Agile/Scrum or Kanban team to develop test, and deploy software components in increments. Follow engineering best practices, participate in new tool evaluations, and peer reviews. Assist in the troubleshooting broken builds if necessary. Supervise, guide, direct, and mentor team members.

**Education and Experience:** Bachelor’s Degree and a minimum of 8 years of EOS experience within the scope of the contract.

* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.

---

EOS Development Operations

**Description:** Work with cross functional teams to management requirements, dependencies, and streamline parallel development. Coordinate and identify engineering process automation to achieve continuous develop and continuous integration. Build automation for system configurations, application upgrades, monitoring and rollout of tools. Maintain and manage source control, code repository. Able to work on an Agile/Scrum or Kanban team to develop test, and deploy software components in increments. Follow engineering best practices, participate in new tool evaluations, and peer reviews. Assist in the troubleshooting broken builds if necessary.

**Education and Experience:** Bachelor’s Degree and a minimum of 6 years of EOS experience within the scope of the contract.

* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.

---

EOS Development Operations, Associate**

**Description:** Work with cross functional teams to management requirements, dependencies, and streamline parallel development. Coordinate and identify engineering process automation to achieve continuous develop and continuous integration. Build automation for system configurations, application upgrades, monitoring and rollout of tools. Able to work on an Agile/Scrum or Kanban team to develop test, and deploy software components in increments.

**Education and Experience:** Bachelor’s Degree and a minimum of 3 years of EOS experience within the scope of the contract.

* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.
EOS Production Artist, Senior

**Description:** Conceptualize, designs & prepares collateral for displays, Power Point presentations, training aids & publications by applying a high degree of technical skills, artistic ability & experience in production graphic art techniques. Makes recommendations about optimal presentation of graphical material.

**Education and Experience:** Master’s Degree and a minimum of 2 years of EOS experience within the scope of the contract.

*These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.*

---

EOS Production Artist

**Description:** Design and prepares collateral for displays. Power Point presentations, training aids and publications by apply a high degree of technical skills, artistic ability and experience in production graphic art techniques. Demonstrates continued growth in typesetting, graphic design, creativity, research, composition and symbolism.

**Education and Experience:** Bachelor’s Degree and a minimum of 2 years of EOS experience within the scope of the contract.

*These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.*

---

EOS Production Artist, Associate**

**Description:** Design and prepares collateral for displays. Power Point presentations, training aids and publications by apply a high degree of technical skills, artistic ability and experience in production graphic art techniques. Demonstrates continued growth in typesetting, graphic design, creativity, research, composition and symbolism.

**Education and Experience:** Associates’ Degree and a minimum of 2 years of EOS experience within the scope of the contract.

*These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.*

---

EOS Software Architect

**Description:** Responsible for the architecture of software, including development standards software technology decisions, user interface standards integration standards, persistence standards, and application component structure. Work with clients in the initial stages of defining software requirements, and providing real-world knowledge to the development team. Guides other team members in the design of software and uses industry standard design, documentation and testing tools to document architecture and requirements. Responsible for meeting with clients to access functional uses of the application, identify risks, and develop documentation. Responsible for interfacing with the technical team to convey the clients’ specifications, monitoring the direct of the product during development, and establishing criteria for test plans.

**Education and Experience:** Bachelor’s Degree and a minimum of 10 years of EOS experience within the scope of the contract.

*These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.*

---

EOS Software Developer, Principal

**Description:** Leads the analytical support in assisting clients with business systems design and development. Analyze functional and technical requirements, prepare systems designs and specifications, and perform systems development, testing, and implementations. Lead program level technical implementation of customer requirements for web and/or cloud enabled
applications and systems. Lead effort to develop required systems and operations documentation. Design, develop and maintain standalone, network and web-enabled applications. Consult with user and technical staff to clarify requirements, identify problems, suggest changes, and determine the extent of development required. Evaluate user’s requests for new or modified computer programs to determine feasibility, cost and time required, compatibility with current system, and computer capabilities. Depending on scope of the requirements, formulate a management plan outlining steps required to develop a program, using structured analysis and designs, and submit plans to user for approval develop and test scripts, programs, and macros necessary to meet user requirements in a cost-effective way.

**Education and Experience:** Bachelor’s Degree and a minimum of 10 years of EOS experience within the scope of the contract.

* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.

---

**EOS Software Developer, Senior**

**Description:** Provide analytical support in assisting clients with business systems design and development. Analyze functional and technical requirements, prepare systems designs and specifications, and perform systems development, testing, and implementations. Develop required systems and operations documentation. Design, develop and maintain standalone, network and web-enabled applications. Consult with user and technical staff to clarify requirements, identify problems, suggest changes, and determine the extent of development required. Evaluate user’s requests for new or modified computer programs to determine feasibility, cost and time required, compatibility with current system, and computer capabilities. Depending on scope of the requirements, formulate a management plan outlining steps required to develop a program, using structured analysis and designs, and submit plans to user for approval develop and test scripts, programs, and macros necessary to meet user requirements in a cost-effective way.

**Education and Experience:** Bachelor’s Degree and a minimum of 6 years of EOS experience within the scope of the contract.

* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.

---

**EOS Software Developer**

**Description:** Performs object-oriented application development using various languages. Analyzes functional requirements and builds software solutions that meet those requirements. Troubleshoots application code issues utilizing a variety of tools and technologies. Works closely with other developers, quality assurance engineers, and database administrators to create fixes and enhancements to applications. Updates development tracking tools to reflect progress of software development activities, including any challenges encountered or requirements that have been fully met that are ready for testing. Contributes to the development of technical documentation, including system documents or user guides.

**Education and Experience:** Bachelor’s Degree and a minimum of 3 years of EOS experience within the scope of the contract.

* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.

---

**EOS Software Developer, Associate**

**Description:** Performs object-oriented application development using various languages. Analyzes functional requirements and builds software solutions that meet those requirements. Troubleshoots application code issues utilizing a variety of tools and technologies. Works closely with other developers, quality assurance engineers, and database administrators to create fixes and enhancements to applications. Updates development tracking tools to reflect progress of software development activities, including any challenges encountered or requirements that have been fully met that are ready for testing. Contributes to the development of technical documentation, including system documents or user guides. Performs unit and integration testing, communicating findings with more senior developers and quality assurance engineers. Maintains reference data for applications
by creating and updating data as needed, monitoring the direct of the product during development, and establishing criteria for test plans.

**Education and Experience:** Bachelor’s Degree and a minimum of 0 years of EOS experience within the scope of the contract.

*These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84's discretion.*

---

**EOS Software Engineer, Principal**

**Description:** Leads and provides subject matter expertise in the analysis, architecture, design, and development complex and enterprise-level IT systems that meet or exceed customer’s strategic goals and objectives. Develops and manages the development of software engineering documentation and deliverables, including software requirements, software design, system design, and interface control documents. Develops software development schedules, levels of effort, and cost estimates associated with the analysis, design, development, integration, testing, and deployment of complex and enterprise-level IT systems. Services as a subject matter expert (SME) for emerging technologies and techniques to determine their applicability to systems design, development, and integration.

**Education and Experience:** Bachelor’s Degree and a minimum of 10 years of EOS experience within the scope of the contract.

*These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.*

---

**EOS Software Engineer, Senior**

**Description:** Supports and may lead the analysis, architecture, design, and development complex and enterprise-level IT systems that meet or exceed customers’ strategic goals and objectives. Develops and manages the development of software engineering documentation and deliverables, including software requirements, software design, system design, and interface control documents. Analyzes and develops computer systems processing a wide range of capabilities, including numerous engineering, business and records management functions, while applying principles and techniques of computer science, engineering, and mathematical analysis. Serves as a subject matter expert (SME) for emerging technologies to determine their applicability to system design, development, and integration. Support software design and development activities using formal specifications, data flow diagrams, and other accepted design techniques and Computer Aided Software Engineering (CASE) tools.

**Education and Experience:** Bachelor’s Degree and a minimum of 6 years of EOS experience within the scope of the contract.

*These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.*

---

**EOS Software Engineer**

**Description:** Under the supervision of senior software engineers, supports the analysis, architecture, design, and development complex IT systems that meet or exceed customers’ strategic goals and objectives. May develop or support the development of software engineering documentation and deliverables, including software requirements, software design, systems designs, and interface control documents. Analyzes and develops computer systems possessing a wide range of capabilities, including numerous engineering, business and records management functions, while applying principles and techniques of computer science, engineering, and mathematical analysis. Supports the testing and debugging of custom developed and customized COTS. Evaluates and analyzes emerging technologies to determine their applicability to systems design, development, and integration.

**Education and Experience:** Bachelor’s Degree and a minimum of 3 years of EOS experience within the scope of the contract.
* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.

EOS Software Engineer, Associate

**Description:** Under the supervision of senior software engineers, supports the analysis, architecture, design, and development of complex IT systems that meet or exceed customers’ strategic goals and objectives. May develop or support the development of software engineering documentation and deliverables, including software requirements, software design, systems designs, and interface control documents. Analyzes and develops computer systems possessing a wide range of capabilities, including numerous engineering, business and records management functions, while applying principles and techniques of computer science, engineering, and mathematical analysis. Supports the testing and debugging of custom developed and customized COTS. Evaluates and analyzes emerging technologies to determine their applicability to systems design, development, and integration.

**Education and Experience:** Bachelor’s Degree and a minimum of 0 years of EOS experience within the scope of the contract.

* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.

EOS Software Test Engineer/Quality Assurance, Principal

**Description:** Manages the evaluation, recommendation, and implementation of automated test tools and strategies. Act as advisor to test engineering team regarding projects, tasks, and operations and act as a liaison to other engineering functions. Design, implement and conduct test and evaluation procedures to ensure system requirements are met. Develop, maintain and upgrade automated test scripts and architecture for application products. Write, implement and report status for system test cases for testing. Analyze test cases and provide regular progress reports. Ensures projects are completed on time and within budget.

**Education and Experience:** Bachelor’s Degree and a minimum of 10 years of EOS experience within the scope of the contract.

* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.

EOS Software Test Engineer/Quality Assurance, Senior

**Description:** Evaluate, recommend, and implement automated test tools and strategies. Design, implement and conduct test and evaluation procedures to ensure system requirements are met. Develop, maintain and upgrade automated test scripts and architecture for application products. Write, implement and report status for system test cases for testing. Analyze test cases and provide regular progress reports. Ensures traceability through user stories, test execution and defect management.

**Education and Experience:** Bachelor’s Degree and a minimum of 6 years of EOS experience within the scope of the contract.

* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.

EOS Software Test Engineer/Quality Assurance

**Description:** Collaborate with business analyst and developers to create and review test tools and strategies. Design, implement and conduct test and evaluation procedures to ensure system requirements are met. Develop, maintain and upgrade automated test scripts and architecture for application products. Write, implement and report status for system test cases for testing. Analyze test cases and provide regular progress reports.

**Education and Experience:** Bachelor’s Degree and a minimum of 3 years of EOS experience within the scope of the contract.
* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.

EOS Software Test Engineer/Quality Assurance, Associate

Description: Collaborate with business analysts and developers to create and review test tools and strategies. Design, implement and conduct test and evaluation procedures to ensure system requirements are met. Develop, maintain and upgrade automated test scripts and architecture for application products. Write, implement and report status for system test cases for testing. Analyze test cases and provide regular progress reports.

Education and Experience: Bachelor’s Degree and a minimum of 0 years of EOS experience within the scope of the contract.

* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.

EOS Systems Architect, Principal

Description: Establishes information requirements, using analytical methods for enterprise-wide or large-scale information systems. Designs architectures that include software, hardware, and communication solutions to support the total requirements, as well as provide for present and future cross-functional requirements and interfaces. Ensures architectures are in compliance with open systems standards as they apply to the client’s environment. Evaluates compatibility of information system development efforts with agency architectures and recommends adjustments, as appropriate. Evaluates analytically and systematically problems of workflow, organization, and planning and develops appropriate corrective action. May provide consulting support on complex tasks and daily supervision and direction to staff.

Education and Experience: Bachelor’s Degree and a minimum of 10 years of EOS experience within the scope of the contract.

* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.

EOS Systems Architect, Senior

Description: Designs architectures that include software, hardware and communications solutions to support the total requirements, as well as provide for present and future cross-functional requirements and interfaces. Ensures architectures are in compliance with open systems standards as they apply to the client’s environment. Evaluates compatibility of information system development efforts with agency architectures and recommends adjustments, as appropriate. Evaluates problems of workflow, organization, planning and develops appropriate corrective action. May provide guidance and direct to less experience system architects.

Education and Experience: Bachelor’s Degree and a minimum of 6 years of EOS experience within the scope of the contract.

* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.

EOS Systems Architect

Description: Designs architectures that include software, hardware and communications solutions to support the total requirements, as well as provide for present and future cross-functional requirements and interfaces. Ensures architectures are in compliance with open systems standards as they apply to the client’s environment. Evaluates compatibility of information system development efforts with agency architectures and recommends adjustments, as appropriate. Evaluates problems of workflow, organization, planning and develops appropriate corrective action. May provide guidance and direct to less experience system architects.
**Education and Experience:** Bachelor’s Degree and a minimum of 3 years of EOS experience within the scope of the contract.

* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.

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**EOS Systems Administrator, Principal**

**Description:** Manages the evaluation, recommendation, and implementation of automated test tools and strategies. Act as advisor to test engineering team regarding projects, tasks, and operations and act as a liaison to other engineering functions. Design, implement and conduct test and evaluation procedures to ensure system requirements are met. Develop, maintain and upgrade automated test scripts and architecture for application products. Write, implement and report status for system test cases for testing. Analyze test cases and provide regular progress reports. Ensures projects are completed on time and within budget.

**Education and Experience:** Bachelor’s Degree and a minimum of 10 years of EOS experience within the scope of the contract.

* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.

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**EOS Systems Administrator, Senior**

**Description:** Evaluate, recommend, and implement automated test tools and strategies. Design, implement and conduct test and evaluation procedures to ensure system requirements are met. Develop, maintain and upgrade automated test scripts and architecture for application products. Write, implement and report status for system test cases for testing. Analyze test cases and provide regular progress reports. Ensures traceability through user stories, test execution and defect management.

**Education and Experience:** Bachelor’s Degree and a minimum of 6 years of EOS experience within the scope of the contract.

* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.

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**EOS Systems Administrator**

**Description:** Collaborate with business analyst and developers to create and review test tools and strategies. Design, implement and conduct test and evaluation procedures to ensure system requirements are met. Develop, maintain and upgrade automated test scripts and architecture for application products. Write, implement and report status for system test cases for testing. Analyze test cases and provide regular progress reports.

**Education and Experience:** Bachelor’s Degree and a minimum of 3 years of EOS experience within the scope of the contract.

* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.

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**EOS Systems Administrator, Associate**

**Description:** Collaborate with business analyst and developers to create and review test tools and strategies. Design, implement and conduct test and evaluation procedures to ensure system requirements are met. Develop, maintain and upgrade automated test scripts and architecture for application products. Write, implement and report status for system test cases for testing. Analyze test cases and provide regular progress reports.

**Education and Experience:** Bachelor’s Degree and a minimum of 0 years of EOS experience within the scope of the contract.
* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor
categories at Element 84’s discretion.

EOS Systems Engineer, Principal

Description: Recognized as an expert Systems Engineer. Manages the definition, development, execution, and evaluation of systems engineering activities within a project or program. Provide end-to-end project management support for the entire software and systems development lifecycle. Maintain the integrity of the systems-of-systems by defining requirements architecture and interfaces, and collect and analyze customer needs to identify, predict, interpret, and evaluate system and network requirements. Provide a total systems perspective, including a technical understanding of relationships, dependencies, and requirements of hardware and software components.

Education and Experience: Bachelor’s Degree and a minimum of 10 years of EOS experience within the scope of the contract.

* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.

EOS Systems Engineer, Senior

Description: Leads and assists in the definition, development, execution, and evaluation of systems engineering activities within a project or program. Provide end-to-end project management support for the entire software and systems development lifecycle. Maintain the integrity of the systems-of-systems by defining requirements architecture and interfaces, and collect and analyze customer needs to identify, predict, interpret, and evaluate system and network requirements. Provide a total systems perspective, including a technical understanding of relationships, dependencies, and requirements of hardware and software components.

Education and Experience: Bachelor’s Degree and a minimum of 6 years of EOS experience within the scope of the contract.

* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.

EOS Systems Engineer

Description: Under minimal supervision, assists in the definition, development, execution, and evaluation of systems engineering activities within a project or program. Maintain the integrity of the systems-of-systems by defining requirements architecture and interfaces, and collect and analyze customer needs to identify, predict, interpret, and evaluate system and network requirements. Analyze, design, evaluate, model, simulate, install, configure, test, maintain, and support network systems, such as satellite networks, local area networks (LANs), wide area networks (WANs), the Internet, intranets, and other data communications systems ranging from a connection between two offices in the same building to globally distributed networks, voice mail, and e-mail systems. Prepare engineering plans and site installation technical design packages, and manage the analysis, acquisition, and installation of hardware and software for facility additions, moves or changes, including analysis, IT requirements, etc.

Education and Experience: Bachelor’s Degree and a minimum of 3 years of EOS experience within the scope of the contract.

* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.
EOS Systems Engineer, Associate

**Description:** Under general supervision, assists in defining and executing systems engineering activities within a project or program. Plan, implement, integrate, test (verification and validation), document, and maintain solutions for systems and/or subsystems. Prepare engineering plans and site installation technical design packages, and manage the analysis, acquisition, and installation of hardware and software for facility additions, moves or changes, including analysis, IT requirements, etc.

**Education and Experience:** Bachelor’s Degree and a minimum of 0 years of EOS experience within the scope of the contract.

* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.

EOS Technical/Project Manager, Principal

**Description:** For large, high-risk, complex IT, and/or enterprise-level systems, performs a wide range of programmatic and portfolio support service to direct the performance of a variety of related projects and ensures the success of the customer’s/client’s strategic and operational goals and objectives. Oversees and manages all aspects of a program’s technology development lifecycle, including managing of the following: systems analysis, systems engineering, software development, configuration management, quality assurance, deployment, and operations and maintenance, as well as day-to-day program administration functions.

**Education and Experience:** Bachelor’s Degree and a minimum of 12 years of EOS experience within the scope of the contract.

* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.

EOS Technical/Project Manager, Senior

**Description:** For medium to large-sized, high-risk, complex IT, and/or enterprise-level systems, performs a wide range of programmatic and portfolio support service to direct the performance of a variety of related projects and ensures the success of the customer’s/client’s strategic and operational goals and objectives. Oversees and manages all aspects of a program’s technology development lifecycle, including managing of the following: systems analysis, systems engineering, software development, configuration management, quality assurance, deployment, and operations and maintenance, as well as day-to-day program administration functions.

**Education and Experience:** Bachelor’s Degree and a minimum of 10 years of EOS experience within the scope of the contract.

* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.

EOS Technical/Project Manager

**Description:** For small to medium-sized programs, performs a wide range of programmatic and portfolio support service to direct the performance of a variety of related projects and ensures the success of the customer’s/client’s strategic and operational goals and objectives. Oversees and manages all aspects of a program’s technology development lifecycle, including managing of the following: systems analysis, systems engineering, software development, configuration management, quality assurance, deployment, and operations and maintenance, as well as day-to-day program administration functions.

**Education and Experience:** Bachelor’s Degree and a minimum of 8 years of EOS experience within the scope of the contract.

* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.
EOS Technical Specialist/SME, Principal

Description: Applies highly advanced principles, theories and concepts that contribute to sustained technical excellence of task order solutions. Manages the technical output of others, or works independently, on unstructured tasks, problems and issues involving multivariate factors that result in innovative and original solutions. Defines leading edge concepts for the planning, analysis, deployment, testing, operation and/or enhancement of applications, application integration, business, infrastructure, networks, operations, data, storage management, information assurance, hardware, software, IT procurement, customer and help desk support. Guides others on solution paths for resolving problems. Provides functional guidance, supervision, technical support, training and quality assurance/quality control to lower level personnel.

Education and Experience: Bachelor’s Degree and a minimum of 10 years of EOS experience within the scope of the contract.

* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.

EOS Technical Specialist, Senior

Description: Applies advanced principles, theories and concepts that contribute to sustained technical excellence of task order solutions. Manages the technical output of others, or works independently, on unstructured tasks, problems and issues involving multivariate factors that result in innovative and original solutions. Defines leading edge concepts for the planning, analysis, deployment, testing, operation and/or enhancement of applications, application integration, business, infrastructure, networks, operations, data, storage management, information assurance, hardware, software, IT procurement, customer and help desk support. Guides others on solution paths for resolving problems. Provides functional guidance, supervision, technical support, training and quality assurance/quality control to lower level personnel.

Education and Experience: Bachelor’s Degree and a minimum of 6 years of EOS experience within the scope of the contract.

* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.

EOS Technical Specialist

Description: Works independently or on a team to perform tasks and create solutions that may be innovative or original in nature. Supports the planning, analysis, deployment, testing, operation and/or enhancement of applications, application integration, business, infrastructure, networks, operations, data, storage management, information assurance, hardware, software, IT procurement, customer and help desk support.

Education and Experience: Bachelor’s Degree and a minimum of 3 years of EOS experience within the scope of the contract.

* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.

EOS Technical Specialist, Associate

Description: Works independently or on a team to perform tasks and create solutions that may be innovative or original in nature. Supports the planning, analysis, deployment, testing, operation and/or enhancement of applications, application integration, business, infrastructure, networks, operations, data, storage management, information assurance, hardware, software, IT procurement, customer and help desk support.

Education and Experience: Bachelor’s Degree and a minimum of 0 years of EOS experience within the scope of the contract.

* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.
EOS Technical Writer, Senior

**Description:** Leads the collection and organization of information for preparation of user manuals, training materials, installation guides, proposals, reports, presentations, and other program deliverables. Edits functional descriptions, system specifications, user manuals, reports, presentations, briefings, and other deliverables and documents. Leads the development and editing of program, configuration, and engineering management processes, procedures, and plans for IT projects and programs.

**Education and Experience:** Bachelor’s Degree and a minimum of 8 years of EOS experience within the scope of the contract.

* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.

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EOS Technical Writer

**Description:** Assists in collecting and organizing information for preparation of user manuals, training materials, installation guides, proposals, reports, presentations, and other program deliverables. Assist in the editing of functional descriptions, system specifications, user manuals, reports, presentations, briefings, and other deliverables and documents. May support the development and editing of program, configuration, and engineering management processes, procedures, and plans for IT projects and programs.

**Education and Experience:** Bachelor’s Degree and a minimum of 3 years of EOS experience within the scope of the contract.

* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.
Configuration Manager, Principal

**Description:** Experienced in recommending, documenting and verifying proper software and hardware systems configuration management. Leads tasks and supervises staff in analyzing data and preparing plans, performing studies and monitoring effectiveness of systems configuration, identifying potential and existing problems and making recommendation for resolution, audits and reviews systems configuration, and records and updates information that describes all systems. Ensures the integrity, reliability, and reproducibility of internally developed software products from conception to release. Responsible for version control of internally developed software products and related documentation, along with verifying hardware that is capable of running associated applications. Manages enterprise Software Configuration Management (SCM) tools and provides technical software development standards around software building by providing tools that consistently build, package, report on, and ensure the integrity of developed software products throughout all environments (development, test and production).

**Education and Experience:** Bachelor’s Degree and a minimum of 10 years of experience

* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.

Configuration Manager, Senior

**Description:** Under general supervision, recommends, documents and verifies proper software and hardware systems configuration management. Analyzes data and prepares plans, performs studies and monitors effectiveness of systems configuration, identifies potential and existing problems and makes recommendation for resolution, audits and reviews systems configuration, and records and updates information that describes all systems. Ensures the integrity, reliability, and reproducibility of internally developed software products from conception to release. Responsible for version control of internally developed software products and related documentation, along with verifying hardware that is capable of running associated applications. Manages enterprise Software Configuration Management (SCM) tools and provides technical software development standards around software building by providing tools that consistently build, package, report on, and ensure the integrity of developed software products throughout all environments (development, test and production).

**Education and Experience:** Bachelor’s Degree and a minimum of 6 years of experience

* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.

Configuration Manager

**Description:** Under indirect supervision, analyzes data and prepares plans, performs studies and monitors effectiveness of systems configuration, identifies potential and existing problems and makes recommendation for resolution, audits and reviews systems configuration, and records and updates information that describes all systems. Ensures the integrity, reliability, and reproducibility of internally developed software products from conception to release. Responsible for version control of internally developed software products and related documentation, along with verifying hardware that is capable of running associated applications. Manages enterprise Software Configuration Management (SCM) tools and provides technical software development standards around software building by providing tools that consistently build, package, report on, and ensure the integrity of developed software products throughout all environments (development, test and production).

**Education and Experience:** Bachelor’s Degree and a minimum of 3 years of experience
* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.

Configuration Manager, Associate

**Description:** Under immediate supervision, analyzes data and prepares plans, performs studies and monitors effectiveness of systems configuration, identifies potential and existing problems and makes recommendation for resolution, audits and reviews systems configuration, and records and updates information that describes all systems. Ensures the integrity, reliability, and reproducibility of internally developed software products from conception to release. Responsible for version control of internally developed software products and related documentation, along with verifying hardware that is capable of running associated applications. Manages enterprise Software Configuration Management (SCM) tools and provides technical software development standards around software building by providing tools that consistently build, package, report on, and ensure the integrity of developed software products throughout all environments (development, test and production).

**Education and Experience:** Bachelor’s Degree and a minimum of 0 years of experience

* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.

Discipline Engineer, Principal

**Description:** Provide system and operations support for science data systems, which includes developing requirements, operations concepts, implementation strategies and system architecture. The scope of these science data systems engineering activities includes technical leadership and engineering technical authority for all science data systems elements, including end-to-end data flow from the spacecraft/instrument to the end user interface. Develop and implement risk mitigation strategies, and provide directions for the infusion of new technologies into science efforts, ensuring that technology advancements are successfully transitioned to operational status. Coordinate and lead the technical activities of senior and other science data system and sub-sub-system engineers to interact effectively with project management.

**Education and Experience:** Bachelor’s Degree and a minimum of 10 years of experience

* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.

Discipline Engineer, Senior

**Description:** Provide system and operations support for science data systems, which includes developing requirements, operations concepts, implementation strategies and system architecture. The scope of these science data systems engineering activities includes technical leadership and engineering technical authority for all science data systems elements, including end-to-end data flow from the spacecraft/instrument to the end user interface. Develop and implement risk mitigation strategies, and provide directions for the infusion of new technologies into science efforts, ensuring that technology advancements are successfully transitioned to operational status.

**Education and Experience:** Bachelor’s Degree and a minimum of 6 years of experience

* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.
Discipline Engineer

**Description:** Provide system and operations support for science data systems, which includes developing requirements, operations concepts, implementation strategies and system architecture. The scope of these science data systems engineering activities includes technical leadership and engineering technical authority for all science data systems elements, including end-to-end data flow from the spacecraft/instrument to the end user interface. Develop and implement risk mitigation strategies, and provide directions for the infusion of new technologies into science efforts, ensuring that technology advancements are successfully transitioned to operational status.

**Education and Experience:** Bachelor’s Degree and a minimum of 3 years of experience

* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.

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Enterprise Architect, Principal

**Description:** Recognized leader in the field of information technology or SME in a functional discipline. Assists and supports with the configuration of systems, networks and IT related business processes. Assists the client in knowledge transfer, testing and supports the preparation of IT project lifecycle business, functional and technical deliverables/work products. Demonstrates knowledge of architecture methodologies and core competencies and sets priorities appropriately.

**Education and Experience:** Master’s Degree and a minimum of 12 years of experience

* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.

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Enterprise Architect, Senior

**Description:** Provides supervisory and client guidance regarding the architecture in terms of business, data, application and technology. Develops enterprise architecture artifacts and conducts analyses on enterprise architecture artifacts. Assists and supports with the configuration of systems, networks and IT related business processes. Assists the client in knowledge transfer, testing and supports the preparation of IT project lifecycle business, functional and technical deliverables/work products. Demonstrates knowledge of architecture methodologies and core competencies and sets priorities appropriately.

**Education and Experience:** Master’s Degree and a minimum of 10 years of experience

* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.

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Enterprise Architect

**Description:** Provides advice and guidance regarding the architecture in terms of business, data, application and technology. Develops enterprise architecture artifacts and conducts analyses on enterprise architecture artifacts. Assists and supports with the configuration of systems, networks and IT related business processes. Assists the client in knowledge transfer, testing and supports the preparation of IT project lifecycle business, functional and technical deliverables/work products. Demonstrates knowledge of architecture methodologies and core competences and sets priorities appropriately.

**Education and Experience:** Master’s Degree and a minimum of 8 years of experience

* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.
Integration Engineer, Principal

Description: Experienced in the creation of strategies and plans for integration of multiple IT systems/subsystems into an operational unit, ensuring full functional and performance capabilities are retained. Coordinate with development and user teams to assess risks, goals and needs and ensure that all are adequately addressed. Integrates software and hardware, system setup and configuration, system security, software installation, preventive maintenance, and similar functions. Experienced in introducing new hardware or software into a new or existing environment while minimizing disruption and mitigating risks. Provide technical expertise and consulting in order to assist users in identifying and applying the tools of information technology that cross multiple platforms and disciplines.

Education and Experience: Bachelor’s Degree and a minimum of 10 years of experience

* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.

Integration Engineer, Senior

Description: Experienced in the creation of strategies and plans for integration of multiple IT systems/subsystems into an operational unit, ensuring full functional and performance capabilities are retained. Integrates software and hardware, system setup and configuration, system security, software installation, preventive maintenance, and similar functions. Experienced in introducing new hardware or software into a new or existing environment while minimizing disruption and mitigating risks.

Education and Experience: Bachelor’s Degree and a minimum of 6 years of experience

* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.

Integration Engineer

Description: Experienced in the coordination and integration of multiple IT systems/subsystems into an operational unit, ensuring full functional and performance capabilities are retained. Experienced in introducing new hardware and software into a new or existing environment while minimizing disruption and mitigating risks.

Education and Experience: Bachelor’s Degree and a minimum of 3 years of experience

* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.

Multimedia Specialist, Principal

Description: Responsible for the conceptualization, layout and preparation of high quality graphics, text, and templates for items such as proposals, presentations, reports, displays, brochures, posters, and marketing materials. Responsibilities further include producing and/or revising technical articles, proposals, publications, books, manuals, reports, and determining project requirements and presenting drafts of finished product to the user ensuring high quality of output. Provides supervision and tasking of other multimedia specialist.

Education and Experience: Bachelor’s Degree and a minimum of 12 years of experience

* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.
Multimedia Specialist, Senior

**Description:** Responsible for the conceptualization, layout and preparation of high quality graphics, text, and templates for items such as proposals, presentations, reports, displays, brochures, posters, and marketing materials. Responsibilities further include producing and/or revising technical articles, proposals, publications, books, manuals, reports, and determining project requirements and presenting drafts of finished product to the user ensuring high quality of output. Provides supervision and tasking of other multimedia specialist.

**Education and Experience:** Bachelor’s Degree and a minimum of 7 years of experience

* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.

Multimedia Specialist

**Description:** Plans, lays out, draws and produces a variety of high quality graphics, text, and templates for items such as proposals, presentations, reports, displays, brochures, posters, and marketing materials. Responsibilities further include producing and/or revising technical articles, proposals, publications, books, manuals, reports, and determining project requirements and presenting drafts of finished product to the user ensuring high quality of output.

**Education and Experience:** Bachelor’s Degree and a minimum of 3 years of experience

* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.

Development Operations, Senior

**Description:** Work with cross functional teams to management requirements, dependencies, and streamline parallel development. Coordinate and identify engineering process automation to achieve continuous develop and continuous integration. Build automation for system configurations, application upgrades, monitoring and rollout of tools. Maintain and manage source control, code repository. Able to work on an Agile/Scrum or Kanban team to develop test, and deploy software components in increments. Follow engineering best practices, participate in new tool evaluations, and peer reviews. Assist in the troubleshooting broken builds if necessary. Supervise, guide, direct, and mentor team members.

**Education and Experience:** Bachelor’s Degree and a minimum of 8 years of experience

* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.

Development Operations

**Description:** Work with cross functional teams to management requirements, dependencies, and streamline parallel development. Coordinate and identify engineering process automation to achieve continuous develop and continuous integration. Build automation for system configurations, application upgrades, monitoring and rollout of tools. Maintain and manage source control, code repository. Able to work on an Agile/Scrum or Kanban team to develop test, and deploy software components in increments. Follow engineering best practices, participate in new tool evaluations, and peer reviews. Assist in the troubleshooting broken builds if necessary.

**Education and Experience:** Bachelor’s Degree and a minimum of 6 years of experience

* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.
Development Operations, Associate**

**Description:** Work with cross functional teams to management requirements, dependencies, and streamline parallel development. Coordinate and identify engineering process automation to achieve continuous develop and continuous integration. Build automation for system configurations, application upgrades, monitoring and rollout of tools. Able to work on an Agile/Scrum or Kanban team to develop test, and deploy software components in increments.

**Education and Experience:** Bachelor’s Degree and a minimum of 3 years of experience

* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.

Production Artist, Senior

**Description:** Conceptualize, designs & prepares collateral for displays, Power Point presentations, training aids & publications by applying a high degree of technical skills, artistic ability & experience in production graphic art techniques. Makes recommendations about optimal presentation of graphical material.

**Education and Experience:** Master’s Degree and a minimum of 2 years of experience

* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.

Production Artist

**Description:** Design and prepares collateral for displays. Power Point presentations, training aids and publications by apply a high degree of technical skills, artistic ability and experience in production graphic art techniques. Demonstrates continued growth in typesetting, graphic design, creativity, research, composition and symbolism.

**Education and Experience:** Bachelor’s Degree and a minimum of 2 years of experience

* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.

Production Artist, Associate**

Description: Design and prepares collateral for displays. Power Point presentations, training aids and publications by apply a high degree of technical skills, artistic ability and experience in production graphic art techniques. Demonstrates continued growth in typesetting, graphic design, creativity, research, composition and symbolism.

**Education and Experience:** Associates’ Degree and a minimum of 2 years of experience

* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.

Software Architect

**Description:** Responsible for the architecture of software, including development standards software technology decisions, user interface standards integration standards, persistence standards, and application component structure. Work with clients in the initial stages of defining software requirements, and providing real-world knowledge to the development team. Guides other team members in the design of software and uses industry standard design, documentation and testing tools to document architecture and requirements. Responsible for meeting with clients to access functional uses of the application, identify risks,
and develop documentation. Responsible for interfacing with the technical team to convey the clients’ specifications, monitoring the direct of the product during development, and establishing criteria for test plans.

**Education and Experience:** Bachelor’s Degree and a minimum of 10 years of experience

* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.

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**Software Developer, Principal**

**Description:** Leads the analytical support in assisting clients with business systems design and development. Analyze functional and technical requirements, prepare systems designs and specifications, and perform systems development, testing, and implementations. Lead program level technical implementation of customer requirements for web and/or cloud enabled applications and systems. Lead effort to develop required systems and operations documentation. Design, develop and maintain standalone, network and web-enabled applications. Consult with user and technical staff to clarify requirements, identify problems, suggest changes, and determine the extent of development required. Evaluate user’s requests for new or modified computer programs to determine feasibility, cost and time required, compatibility with current system, and computer capabilities. Depending on scope of the requirements, formulate a management plan outlining steps required to develop a program, using structured analysis and designs, and submit plans to user for approval develop and test scripts, programs, and macros necessary to meet user requirements in a cost-effective way.

**Education and Experience:** Bachelor’s Degree and a minimum of 10 years of experience

* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.

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**Software Developer, Senior**

**Description:** Provide analytical support in assisting clients with business systems design and development. Analyze functional and technical requirements, prepare systems designs and specifications, and perform systems development, testing, and implementations. Develop required systems and operations documentation. Design, develop and maintain standalone, network and web-enabled applications. Consult with user and technical staff to clarify requirements, identify problems, suggest changes, and determine the extent of development required. Evaluate user’s requests for new or modified computer programs to determine feasibility, cost and time required, compatibility with current system, and computer capabilities. Depending on scope of the requirements, formulate a management plan outlining steps required to develop a program, using structured analysis and designs, and submit plans to user for approval develop and test scripts, programs, and macros necessary to meet user requirements in a cost-effective way.

**Education and Experience:** Bachelor’s Degree and a minimum of 6 years of experience

* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.

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**Software Developer**

**Description:** Performs object-oriented application development using various languages. Analyzes functional requirements and builds software solutions that meet those requirements. Troubleshoots application code issues utilizing a variety of tools and technologies. Works closely with other developers, quality assurance engineers, and database administrators to create fixes and enhancements to applications. Updates development tracking tools to reflect progress of software development activities, including any challenges encountered or requirements that have been fully met that are ready for testing. Contributes to the development of technical documentation, including system documents or user guides.

**Education and Experience:** Bachelor’s Degree and a minimum of 3 years of experience
* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.

Software Developer, Associate

**Description:** Performs object-oriented application development using various languages. Analyzes functional requirements and builds software solutions that meet those requirements. Troubleshoots application code issues utilizing a variety of tools and technologies. Works closely with other developers, quality assurance engineers, and database administrators to create fixes and enhancements to applications. Updates development tracking tools to reflect progress of software development activities, including any challenges encountered or requirements that have been fully met that are ready for testing. Contributes to the development of technical documentation, including system documents or user guides. Performs unit and integration testing, communicating findings with more senior developers and quality assurance engineers. Maintains reference data for applications by creating and updating data as needed., monitoring the direct of the product during development, and establishing criteria for test plans.

**Education and Experience:** Bachelor’s Degree and a minimum of 0 years of experience

* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.

Software Engineer, Principal

**Description:** Leads and provides subject matter expertise in the analysis, architecture, design, and development complex and enterprise-level IT systems that meet or exceed customer’s strategic goals and objectives. Develops and manages the development of software engineering documentation and deliverables, including software requirements, software design, system design, and interface control documents. Develops software development schedules, levels of effort, and cost estimates associated with the analysis, design, development, integration, testing, and deployment of complex and enterprise-level IT systems. Services as a subject matter expert (SME) for emerging technologies and techniques to determine their applicability to systems design, development, and integration.

**Education and Experience:** Bachelor’s Degree and a minimum of 10 years of experience

* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.

Software Engineer, Senior

**Description:** Supports and may lead the analysis, architecture, design, and development complex and enterprise-level IT systems that meet or exceed customers’ strategic goals and objectives. Develops and manages the development of software engineering documentation and deliverables, including software requirements, software design, system design, and interface control documents. Analyzes and develops computer systems processing a wide range of capabilities, including numerous engineering, business and records management functions, while applying principles and techniques of computer science, engineering, and mathematical analysis. Serves as a subject matter expert (SME) for emerging technologies to determines their applicability to system design, development, and integration. Support software design and development activities using formal specifications, data flow diagrams, and other accepted design techniques and Computer Aided Software Engineering (CASE) tools.

**Education and Experience:** Bachelor’s Degree and a minimum of 6 years of experience

* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.
Software Engineer

**Description:** Under the supervision of senior software engineers, supports the analysis, architecture, design, and development of complex IT systems that meet or exceed customers' strategic goals and objectives. May develop or support the development of software engineering documentation and deliverables, including software requirements, software design, systems designs, and interface control documents. Analyzes and develops computer systems possessing a wide range of capabilities, including numerous engineering, business and records management functions, while applying principles and techniques of computer science, engineering, and mathematical analysis. Supports the testing and debugging of custom developed and customized COTS. Evaluates and analyzes emerging technologies to determine their applicability to systems design, development, and integration.

**Education and Experience:** Bachelor’s Degree and a minimum of 3 years of experience

* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.

Software Engineer, Associate

**Description:** Under the supervision of senior software engineers, supports the analysis, architecture, design, and development of complex IT systems that meet or exceed customers’ strategic goals and objectives. May develop or support the development of software engineering documentation and deliverables, including software requirements, software design, systems designs, and interface control documents. Analyzes and develops computer systems possessing a wide range of capabilities, including numerous engineering, business and records management functions, while applying principles and techniques of computer science, engineering, and mathematical analysis. Supports the testing and debugging of custom developed and customized COTS. Evaluates and analyzes emerging technologies to determine their applicability to systems design, development, and integration.

**Education and Experience:** Bachelor’s Degree and a minimum of 0 years of experience

* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.

Software Test Engineer/Quality Assurance, Principal

**Description:** Manages the evaluation, recommendation, and implementation of automated test tools and strategies. Acts as advisor to test engineering team regarding projects, tasks, and operations and acts as a liaison to other engineering functions. Design, implement and conduct test and evaluation procedures to ensure system requirements are met. Develop, maintain and upgrade automated test scripts and architecture for application products. Write, implement and report status for system test cases for testing. Analyze test cases and provide regular progress reports. Ensures projects are completed on time and within budget.

**Education and Experience:** Bachelor’s Degree and a minimum of 10 years of experience

* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.

Software Test Engineer/Quality Assurance, Senior

**Description:** Evaluate, recommend, and implement automated test tools and strategies. Design, implement and conduct test and evaluation procedures to ensure system requirements are met. Develop, maintain and upgrade automated test scripts and architecture for application products. Write, implement and report status for system test cases for testing. Analyze test cases and provide regular progress reports. Ensures traceability through user stories, test execution and defect management.
**Software Test Engineer/Quality Assurance**

**Description:** Collaborate with business analysts and developers to create and review test tools and strategies. Design, implement and conduct test and evaluation procedures to ensure system requirements are met. Develop, maintain and upgrade automated test scripts and architecture for application products. Write, implement and report status for system test cases for testing. Analyze test cases and provide regular progress reports.

**Education and Experience:** Bachelor’s Degree and a minimum of 3 years of experience

* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.

**Software Test Engineer/Quality Assurance, Associate**

**Description:** Collaborate with business analysts and developers to create and review test tools and strategies. Design, implement and conduct test and evaluation procedures to ensure system requirements are met. Develop, maintain and upgrade automated test scripts and architecture for application products. Write, implement and report status for system test cases for testing. Analyze test cases and provide regular progress reports.

**Education and Experience:** Bachelor’s Degree and a minimum of 0 years of experience

* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.

**Systems Architect, Principal**

**Description:** Establishes information requirements, using analytical methods for enterprise-wide or large-scale information systems. Designs architectures that include software, hardware, and communication solutions to support the total requirements, as well as provide for present and future cross-functional requirements and interfaces. Ensures architectures are in compliance with open systems standards as they apply to the client’s environment. Evaluates compatibility of information system development efforts with agency architectures and recommends adjustments, as appropriate. Evaluates analytically and systematically problems of workflow, organization, and planning develops appropriate corrective action. May provide consulting support on complex tasks and daily supervision and direction to staff.

**Education and Experience:** Bachelor’s Degree and a minimum of 10 years of experience

* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.

**Systems Architect, Senior**

**Description:** Designs architectures that include software, hardware and communications solutions to support the total requirements, as well as provide for present and future cross-functional requirements and interfaces. Ensures architectures are in compliance with open systems standards as they apply to the client’s environment. Evaluates compatibility of information system development efforts with agency architectures and recommends adjustments, as appropriate. Evaluates problems of workflow, organization, planning and develops appropriate corrective action. May provide guidance and direct to less experience system architects.
**Education and Experience:** Bachelor’s Degree and a minimum of 6 years of experience

* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.

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**Systems Architect**

**Description:** Designs architectures that include software, hardware and communications solutions to support the total requirements, as well as provide for present and future cross-functional requirements and interfaces. Ensures architectures are in compliance with open systems standards as they apply to the client’s environment. Evaluates compatibility of information system development efforts with agency architectures and recommends adjustments, as appropriate. Evaluates problems of workflow, organization, planning and develops appropriate corrective action. May provide guidance and direct to less experience system architects.

**Education and Experience:** Bachelor’s Degree and a minimum of 3 years of experience

* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.

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**Systems Administrator, Principal**

**Description:** Manages the evaluation, recommendation, and implementation of automated test tools and strategies. Act as advisor to test engineering team regarding projects, tasks, and operations and act as a liaison to other engineering functions. Design, implement and conduct test and evaluation procedures to ensure system requirements are met. Develop, maintain and upgrade automated test scripts and architecture for application products. Write, implement and report status for system test cases for testing. Analyze test cases and provide regular progress reports. Ensures projects are completed on time and within budget.

**Education and Experience:** Bachelor’s Degree and a minimum of 10 years of experience

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**Systems Administrator, Senior**

**Description:** Evaluate, recommend, and implement automated test tools and strategies. Design, implement and conduct test and evaluation procedures to ensure system requirements are met. Develop, maintain and upgrade automated test scripts and architecture for application products. Write, implement and report status for system test cases for testing. Analyze test cases and provide regular progress reports. Ensures traceability through user stories, test execution and defect management.

**Education and Experience:** Bachelor’s Degree and a minimum of 6 years of experience

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**Systems Administrator**

**Description:** Collaborate with business analyst and developers to create and review test tools and strategies. Design, implement and conduct test and evaluation procedures to ensure system requirements are met. Develop, maintain and upgrade automated test scripts and architecture for application products. Write, implement and report status for system test cases for testing. Analyze test cases and provide regular progress reports.
**Education and Experience:** Bachelor’s Degree and a minimum of 3 years of experience

*These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.*

---

**Systems Administrator, Associate**

**Description:** Collaborate with business analyst and developers to create and review test tools and strategies. Design, implement and conduct test and evaluation procedures to ensure system requirements are met. Develop, maintain and upgrade automated test scripts and architecture for application products. Write, implement and report status for system test cases for testing. Analyze test cases and provide regular progress reports.

**Education and Experience:** Bachelor’s Degree and a minimum of 0 years of experience

*These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.*

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**Systems Engineer, Principal**

**Description:** Recognized as an expert Systems Engineer. Manages the definition, development, execution, and evaluation of systems engineering activities within a project or program. Provide end-to-end project management support for the entire software and systems development lifecycle. Maintain the integrity of the systems-of-systems by defining requirements architecture and interfaces, and collect and analyze customer needs to identify, predict, interpret, and evaluate system and network requirements. Provide a total systems perspective, including a technical understanding of relationships, dependencies, and requirements of hardware and software components.

**Education and Experience:** Bachelor’s Degree and a minimum of 10 years of experience

*These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.*

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**Systems Engineer, Senior**

**Description:** Leads and assists in the definition, development, execution, and evaluation of systems engineering activities within a project or program. Provide end-to-end project management support for the entire software and systems development lifecycle. Maintain the integrity of the systems-of-systems by defining requirements architecture and interfaces, and collect and analyze customer needs to identify, predict, interpret, and evaluate system and network requirements. Provide a total systems perspective, including a technical understanding of relationships, dependencies, and requirements of hardware and software components.

**Education and Experience:** Bachelor’s Degree and a minimum of 6 years of experience

*These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.*

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**Systems Engineer**

**Description:** Under minimal supervision, assists in the definition, development, execution, and evaluation of systems engineering activities within a project or program. Maintain the integrity of the systems-of-systems by defining requirements architecture and interfaces, and collect and analyze customer needs to identify, predict, interpret, and evaluate system and network requirements. Analyze, design, evaluate, model, simulate, install, configure, test, maintain, and support network systems, such as satellite networks, local area networks (LANs), wide area networks (WANs), the Internet, intranets, and other data
communications systems ranging from a connection between two offices in the same building to globally distributed networks, voice mail, and e-mail systems. Prepare engineering plans and site installation technical design packages, and manage the analysis, acquisition, and installation of hardware and software for facility additions, moves or changes, including analysis, IT requirements, etc.

Education and Experience: Bachelor’s Degree and a minimum of 3 years of experience

* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.

Systems Engineer, Associate

Description: Under general supervision, assists in defining and executing systems engineering activities within a project or program. Plan, implement, integrate, test (verification and validation), document, and maintain solutions for systems and/or subsystems. Prepare engineering plans and site installation technical design packages, and manage the analysis, acquisition, and installation of hardware and software for facility additions, moves or changes, including analysis, IT requirements, etc.

Education and Experience: Bachelor’s Degree and a minimum of 0 years of experience

* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.

Technical/Project Manager, Principal

Description: For large, high-risk, complex IT, and/or enterprise-level systems, performs a wide range of programmatic and portfolio support service to direct the performance of a variety of related projects and ensures the success of the customer’s/client’s strategic and operational goals and objectives. Oversees and manages all aspects of a program’s technology development lifecycle, including managing of the following: systems analysis, systems engineering, software development, configuration management, quality assurance, deployment, and operations and maintenance, as well as day-to-day program administration functions.

Education and Experience: Bachelor’s Degree and a minimum of 12 years of experience

* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.

Technical/Project Manager, Senior

Description: For medium to large-sized, high-risk, complex IT, and/or enterprise-level systems, performs a wide range of programmatic and portfolio support service to direct the performance of a variety of related projects and ensures the success of the customer’s/client’s strategic and operational goals and objectives. Oversees and manages all aspects of a program’s technology development lifecycle, including managing of the following: systems analysis, systems engineering, software development, configuration management, quality assurance, deployment, and operations and maintenance, as well as day-to-day program administration functions.

Education and Experience: Bachelor’s Degree and a minimum of 10 years of experience

* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.
Technical/Project Manager

Description: For small to medium-sized programs, performs a wide range of programmatic and portfolio support service to direct the performance of a variety of related projects and ensures the success of the customer’s/client’s strategic and operational goals and objectives. Oversees and manages all aspects of a program’s technology development lifecycle, including managing the following: systems analysis, systems engineering, software development, configuration management, quality assurance, deployment, and operations and maintenance, as well as day-to-day program administration functions.

Education and Experience: Bachelor’s Degree and a minimum of 8 years of experience

* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.

Technical Specialist/SME, Principal

Description: Applies highly advanced principles, theories and concepts that contribute to sustained technical excellence of task order solutions. Manages the technical output of others, or works independently, on unstructured tasks, problems and issues involving multivariate factors that result in innovative and original solutions. Defines leading edge concepts for the planning, analysis, deployment, testing, operation and/or enhancement of applications, application integration, business, infrastructure, networks, operations, data, storage management, information assurance, hardware, software, IT procurement, customer and help desk support. Guides others on solution paths for resolving problems. Provides functional guidance, supervision, technical support, training and quality assurance/quality control to lower level personnel.

Education and Experience: Bachelor’s Degree and a minimum of 10 years of experience

* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.

Technical Specialist, Senior

Description: Applies advanced principles, theories and concepts that contribute to sustained technical excellence of task order solutions. Manages the technical output of others, or works independently, on unstructured tasks, problems and issues involving multivariate factors that result in innovative and original solutions. Defines leading edge concepts for the planning, analysis, deployment, testing, operation and/or enhancement of applications, application integration, business, infrastructure, networks, operations, data, storage management, information assurance, hardware, software, IT procurement, customer and help desk support. Guides others on solution paths for resolving problems. Provides functional guidance, supervision, technical support, training and quality assurance/quality control to lower level personnel.

Education and Experience: Bachelor’s Degree and a minimum of 6 years of experience

* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.

Technical Specialist

Description: Works independently or on a team to perform tasks and create solutions that may be innovative or original in nature. Supports the planning, analysis, deployment, testing, operation and/or enhancement of applications, application integration, business, infrastructure, networks, operations, data, storage management, information assurance, hardware, software, IT procurement, customer and help desk support.

Education and Experience: Bachelor’s Degree and a minimum of 3 years of experience

* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.
Technical Specialist, Associate

**Description:** Works independently or on a team to perform tasks and create solutions that may be innovative or original in nature. Supports the planning, analysis, deployment, testing, operation and/or enhancement of applications, application integration, business, infrastructure, networks, operations, data, storage management, information assurance, hardware, software, IT procurement, customer and help desk support.

**Education and Experience:** Bachelor’s Degree and a minimum of 0 years of experience

*These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.*

Technical Writer, Senior

**Description:** Leads the collection and organization of information for preparation of user manuals, training materials, installation guides, proposals, reports, presentations, and other program deliverables. Edits functional descriptions, system specifications, user manuals, reports, presentations, briefings, and other deliverables and documents. Leads the development and editing of program, configuration, and engineering management processes, procedures, and plans for IT projects and programs.

**Education and Experience:** Bachelor’s Degree and a minimum of 8 years of experience

*These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.*

Technical Writer

**Description:** Assists in collecting and organizing information for preparation of user manuals, training materials, installation guides, proposals, reports, presentations, and other program deliverables. Assist in the editing of functional descriptions, system specifications, user manuals, reports, presentations, briefings, and other deliverables and documents. May support the development and editing of program, configuration, and engineering management processes, procedures, and plans for IT projects and programs.

**Education and Experience:** Bachelor’s Degree and a minimum of 3 years of experience

*These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at Element 84’s discretion.*
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### SCA Matrix

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“The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the matrix. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.”