MAS SCHEDULE

INFORMATION TECHNOLOGY CATEGORY

Veritium Ingenuity, LLC
9701 Apollo Drive, Suite 410
Upper Marlboro, MD 20774
Phone Number: (301) 241-7986
Fax Number: (240) 334-4848
Website: www.veritiumingenuity.com/
Email: info@veritiumingenuity.com

Contract Number: 47QTCA18D00GE

Period Covered by Contract: July 12, 2018 through July 11, 2023

Products and ordering information in this Authorized FAS Information Technology Schedule Pricelist is also available on the GSA Advantage! system. Agencies can browse GSA Advantage! by accessing the via Internet at http://advantage.gsa.gov/
INFORMATION FOR ORDERING ACTIVITIES
APPLICABLE TO ALL SPECIAL ITEM NUMBERS

SPECIAL NOTICE TO AGENCIES: Small Business Participation
SBA strongly supports the participation of small business concerns in the Federal Acquisition Service. To enhance Small Business Participation SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals.

For orders exceeding the micropurchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage! on-line shopping service (www.gsaadvantage.gov). The catalogs/pricelists, GSA Advantage! and the Federal Acquisition Service Home Page (www.fss.gsa.gov) contain information on a broad array of products and services offered by small business concerns.

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, and women-owned small businesses among those considered when selecting price lists for a best value determination. For orders exceeding the micropurchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

1. GEOGRAPHIC SCOPE OF CONTRACT:
   Domestic delivery is delivery within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. Territories. Domestic delivery also includes a port or consolidation point, within the aforementioned areas, for orders received from overseas activities.
   Overseas delivery is delivery to points outside of the 48 contiguous states, Washington, DC, Alaska, Hawaii, Puerto Rico, and U.S. Territories.

Offerers are requested to check one of the following boxes:
   [ ] The Geographic Scope of Contract will be domestic and overseas delivery.
   [ ] The Geographic Scope of Contract will be overseas delivery only.
   [ X ] The Geographic Scope of Contract will be domestic delivery only.

2. CONTRACTOR’S ORDERING ADDRESS AND PAYMENT INFORMATION:
   Jacqueline Lopez, President
   9701 Apollo Drive, Suite 410
   Upper Marlboro, MD 20774
   Phone Number: (301) 241-7986
   Fax Number: (240) 334-4848
   Website: www.veritiumingenuity.com/

Contractor must accept the credit card for payments equal to or less than the micropurchase for oral or written orders under this contract. The Contractor and the ordering agency may agree to use the credit card for dollar amounts over the micropurchase threshold (See GSAR 552.232-79 Payment by Credit Card). In addition, bank account information for wire transfer payments will be shown on the invoice. The following telephone number(s) can be used by ordering activities to obtain technical and/or ordering assistance: (301) 241-7986

3. LIABILITY FOR INJURY OR DAMAGE
   The Contractor shall not be liable for any injury to ordering activity personnel or damage to ordering activity property arising from the use of equipment maintained by the Contractor, unless such injury or damage is due to the fault or negligence of the Contractor.
4. **STATISTICAL DATA FOR GOVERNMENT ORDERING OFFICE COMPLETION OF STANDARD FORM 279:**
   Block 9: G. Order/Modification Under Federal Schedule  
   Block 16: Data Universal Numbering System (DUNS) Number: **080596830**  
   Block 30: Type of Contractor - **Small Disadvantaged Business**  
   Block 31: Woman-Owned Small Business - **Yes**  
   Block 36: Contractor's Taxpayer Identification Number (TIN):  
   4a. CAGE Code: **7UJB2**  
   4b. Contractor has registered with the SAM Registration Database. 

5. **FOB DESTINATION**

6. **DELIVERY SCHEDULE**
   a. **TIME OF DELIVERY:** The Contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below: 
   
<table>
<thead>
<tr>
<th>ITEM NUMBER</th>
<th>DELIVERY TIME (Days ARO)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIN 611420</td>
<td>As agreed between contractor and ordering activity</td>
</tr>
<tr>
<td>SIN 54151S</td>
<td>As agreed between contractor and ordering activity</td>
</tr>
<tr>
<td>SIN 54151HEAL</td>
<td>As agreed between contractor and ordering activity</td>
</tr>
</tbody>
</table>

   b. **URGENT REQUIREMENTS:** When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering activity, ordering activities are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering activity, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

7. **DISCOUNTS:**
   Prices shown are NET Prices; **Basic Discounts have been deducted.**
   a. Prompt Payment: **0% - Net 30 days** from receipt of invoice or date of acceptance, whichever is later.  
   b. Quantity - **None**
   c. Dollar Volume - **0.5% over $150,000, 1% over $250,000, 1.5% over $350,000**
   d. Government Educational Institutions - **Same as Federal Government**
   e. Other

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

9. **STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING:** **N/A**

10. **SMALL REQUIREMENTS:** The minimum dollar value of orders to be issued is **$100.00.**

11. **MAXIMUM ORDER** (All dollar amounts are exclusive of any discount for prompt payment.)
    The Maximum Order value for the following Special Item Numbers (SINs) is:
    **Special Item Number 611420 – Training Courses - $250,000**
    **Special Item Number 54151S – IT Professional Consulting Services - $500,000**
12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS
Ordering activities shall use the ordering procedures of Federal Acquisition Regulation (FAR) 8.405 when placing an order or establishing a BPA for supplies or services. These procedures apply to all schedules.
   a. FAR 8.405-1 Ordering procedures for supplies, and services not requiring a statement of work.
   b. FAR 8.405-2 Ordering procedures for services requiring a statement of work.

13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS:
Ordering activities acquiring products from this Schedule must comply with the provisions of the Federal Standards Program, as appropriate (reference: NIST Federal Standards Index). Inquiries to determine whether or not specific products listed herein comply with Federal Information Processing Standards (FIPS) or Federal Telecommunication Standards (FED-STDs), which are cited by ordering activities, shall be responded to promptly by the Contractor.
Information Technology products under this Schedule that do not conform to Federal Information Processing Standards (FIPS) should not be acquired unless a waiver has been granted in accordance with the applicable "FIPS Publication." Federal Information Processing Standards Publications (FIPS PUBS) are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Information concerning their availability and applicability should be obtained from the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, Virginia 22161. FIPS PUBS include voluntary standards when these are adopted for Federal use. Individual orders for FIPS PUBS should be referred to the NTIS Sales Office, and orders for subscription service should be referred to the NTIS Subscription Officer, both at the above address, or telephone number (703) 487-4650.
13.2 Federal Telecommunication Standards (FED-STDs):
Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDs) should not be acquired unless a waiver has been granted in accordance with the applicable "FED- STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDs should be obtained from the GSA, Federal Acquisition Service, Specification Section, 470 East L’Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202)619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301)975-2833.

14. CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2003)
(a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.
(b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. Travel in performance of a task order will only be reimbursable to the extent authorized by the ordering agency. The Industrial Funding Fee does
NOT apply to travel and per diem charges.
(c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.
(d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
(e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.
(f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor’s participation in such order may be restricted in accordance with FAR Part 9.5.
(g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency’s order.
(h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency’s order.
(i) Government-Furnished Property: As specified by the agency’s order, the Government may provide property, equipment, materials or resources as necessary.
(j) Availability of Funds: Many Government agencies’ operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government’s obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.
(k) Overtime: For professional services, the labor rates in the Schedule should not vary by virtue of the Contractor having worked overtime. For services applicable to the Service Contract Act (as identified in the Schedule), the labor rates in the Schedule will vary as governed by labor laws (usually assessed a time and a half of the labor rate).

15. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES:
Any ordering activity, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs
(l) Termination for the ordering activity’s convenience, and (m) Termination for Cause (See 52.212-4)

16. GSA ADVANTAGE!
GSA Advantage! is an on-line, interactive electronic information and ordering system that provides on-line access to vendors’ schedule prices with ordering information. GSA Advantage! will allow the user to perform various searches across all contracts including, but not limited to:
(1) Manufacturer;
(2) Manufacturer's Part Number; and
(3) Product categories.
Agencies can browse GSA Advantage! by accessing the Internet World Wide Web utilizing a browser (ex.: NetScape). The Internet address is http://www.gsaadvantage.gov
17. PURCHASE OF OPEN MARKET ITEMS
NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. ODCs (Other Direct Costs) are not part of this contract and should be treated as open market purchases. Ordering Activities procuring open market items must follow FAR 8.402(f).
For administrative convenience, an ordering activity contracting officer may add items not on the Federal Supply Schedule Multiple Award Schedule (MAS) -- referred to as open market items -- to a Federal Supply Schedule blanket purchase agreement (BPA) or an individual task or delivery order, only if:
1. All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));
2. The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;
3. The items are clearly labeled on the order as items not on the Federal Supply Schedule; and
4. All clauses applicable to items not on the Federal Supply Schedule are included in the order.

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS
a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:
1. Time of delivery/installation quotations for individual orders;
2. Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/service/software package submitted in response to requirements which result in orders under this schedule contract.
3. Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.
b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.

19. OVERSEAS ACTIVITIES
The terms and conditions of this contract shall apply to all orders for installation, maintenance and repair of equipment in areas listed in the pricelist outside the 48 contiguous states and the District of Columbia, except as indicated below:
Upon request of the Contractor, the ordering activity may provide the Contractor with logistics support, as available, in accordance with all applicable ordering activity regulations. Such ordering activity support will be provided on a reimbursable basis, and will only be provided to the Contractor's technical personnel whose services are exclusively required for the fulfillment of the terms and conditions of this contract.

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

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

**Installation, Deinstallation, Reinstallation**
The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of $2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall received less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds $2,000, then the requirements of the Davis-Bacon Act applies. The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 132-8 or 132-9.

**23. SECTION 508 COMPLIANCE.**
If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following:  
[www.veritiumingenuity.com](http://www.veritiumingenuity.com/)
The EIT standard can be found at: [www.Section508.gov](http://www.Section508.gov/).

**24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.**
Prime Contractors (on cost reimbursement contracts) placing orders under Federal Supply Schedules, on behalf of an ordering activity, shall follow the terms of the applicable schedule and authorization and include with each order.
(a) A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and
(b) The following statement:
This order is placed under written authorization from__dated_____. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

**25. INSURANCE—WORK ON A GOVERNMENT INSTALLATION (JAN 1997)(FAR 52.228-5)**
(a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.
(b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government’s interest shall not be effective—
(1) For such period as the laws of the State in which this contract is to be performed prescribe; or  
(2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.
(c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the
contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance and shall make copies available to the Contracting Officer upon request.

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

27. ADVANCE PAYMENTS
A payment under this contract to provide a service or deliver an article for the United States Government may not be more than the value of the service already provided or the article already delivered. Advance or pre-payment is not authorized or allowed under this contract. (31 U.S.C. 3324)
1. **SCOPE**
   a. The Contractor shall provide training courses normally available to commercial customers, which will permit ordering activity users to make full, efficient use of general purpose commercial IT products. Training is restricted to training courses for those products within the scope of this solicitation.
   b. The Contractor shall provide training at the Contractor's facility and/or at the ordering activity's location, as agreed to by the Contractor and the ordering activity.

2. **ORDER**
   Written orders, EDI orders (GSA Advantage! and FACNET), credit card orders, and orders placed under blanket purchase agreements (BPAs) shall be the basis for the purchase of training courses in accordance with the terms of this contract. Orders shall include the student's name, course title, course date and time, and contracted dollar amount of the course.

3. **TIME OF DELIVERY**
   The Contractor shall conduct training on the date (time, day, month, and year) agreed to by the Contractor and the ordering activity.

4. **CANCELLATION AND RESCHEDULING**
   a. The ordering activity will notify the Contractor at least seventy-two (72) hours before the scheduled training date, if a student will be unable to attend. The Contractor will then permit the ordering activity to either cancel the order or reschedule the training at no additional charge. In the event the training class is rescheduled, the ordering activity will modify its original training order to specify the time and date of the rescheduled training class.
   b. In the event the ordering activity fails to cancel or reschedule a training course within the time frame specified in paragraph a, above, the ordering activity will be liable for the contracted dollar amount of the training course. The Contractor agrees to permit the ordering activity to reschedule a student who fails to attend a training class within ninety (90) days from the original course date, at no additional charge.
   c. The ordering activity reserves the right to substitute one student for another up to the first day of class.
   d. In the event the Contractor is unable to conduct training on the date agreed to by the Contractor and the ordering activity, the Contractor must notify the ordering activity at least seventy-two (72) hours before the scheduled training date.

5. **FOLLOW-UP SUPPORT**
   The Contractor agrees to provide each student with unlimited telephone support or online support for a period of one (1) year from the completion of the training course. During this period, the student may contact the Contractor’s instructors for refresher assistance and answers to related course curriculum questions.

6. **PRICE FOR TRAINING**
   The price that the ordering activity will be charged will be the ordering activity training price in effect at the time of order placement, or the ordering activity price in effect at the time the training course is conducted, whichever is less.

7. **INVOICES AND PAYMENT**
   Invoices for training shall be submitted by the Contractor after ordering activity completion of the training course. Charges for training must be paid in arrears (31 U.S.C. 3324). PROMPT
PAYMENT DISCOUNT, IF APPLICABLE, SHALL BE SHOWN ON THE INVOICE.

8. FORMAT AND CONTENT OF TRAINING
   a. The Contractor shall provide written materials (i.e., manuals, handbooks, texts, etc.) normally provided with course offerings, printed and copied two-sided on paper containing 30% postconsumer materials (fiber). Such documentation will become the property of the student upon completion of the training class.
   b. **If applicable** For hands-on training courses, there must be a one-to-one assignment of IT equipment to students.
   c. The Contractor shall provide each student with a Certificate of Training at the completion of each training course.
   d. The Contractor shall provide the following information for each training course offered:
      (1) The course title and a brief description of the course content, to include the course format (e.g., lecture, discussion, hands-on training);
      (2) The length of the course;
      (3) Mandatory and desirable prerequisites for student enrollment;
      (4) The minimum and maximum number of students per class;
      (5) The locations where the course is offered;
      (6) Class schedules; and
      (7) Price (per student, per class (if applicable)).
   e. For those courses conducted at the ordering activity’s location, instructor travel charges (if applicable), including mileage and daily living expenses (e.g., per diem charges) are governed by Pub. L. 99-234 and FAR Part 31.205-46, and are reimbursable by the ordering activity on orders placed under the Multiple Award Schedule, as applicable, in effect on the date(s) the travel is performed. Contractors cannot use GSA city pair contracts. The Industrial Funding Fee does NOT apply to travel and per diem charges.
   f. For Online Training Courses, a copy of all training material must be available for electronic download by the students.

9. “NO CHARGE” TRAINING
   The Contractor shall describe any training provided with equipment and/or software provided under this contract, free of charge, in the space provided below.
Veritium Training Courses

Course Name: Mobile Device Investigations Series 101
Course Description: This course is designed to teach investigative methodologies and techniques involving mobile devices. It will cover the forensics analysis for mobile devices such as tablets and, cell phones. Students will gain an understanding of cell technologies, learn how to locate and track the histories on mobile devices, gain knowledge of the mobile device file systems, legal issues to be aware of regarding mobile device evidence and the tools required to perform analysis on a mobile device. This course is conducted over five business days and utilizes practical and theoretical teaching techniques.
Prerequisites: None
Location: On/Off Site
Minimum Participants: 1
Maximum Participants: 30

Course Name: Network Investigation Training Series 101
Course Description: This course will provide Students with the information necessary to investigate and mitigate network incidents. Students will gain hands-on experience with basic networking fundamentals, legal issues, and search and seizure. Students will learn how to perform investigations using the basic architecture of a network, anticipate key crimes and understand the appropriate tools needed to perform network discoveries. The course is conducted over five business days and utilizes practical and theoretical teaching techniques.
Prerequisites: Familiarity with computers and networks.
Location: On/Off Site
Minimum Participants: 1
Maximum Participants: 30

Course Name: Computer Forensics Litigation
Course Description: This course is designed to provide students with the information necessary to gain insight into examining and understanding digital evidence. It will provide insight into handling criminal cases with digital evidence, recent legal precedents affecting evidence presentation and other legal challenges. Students will learn the various techniques and methodologies used by examiners to review and diagnose the underlying technologies. The course will provide basic instructions on the components of computer systems and how they operate. This course is conducted over five days and provides practical exercises and instructor led discussions that will assist in the preparation of criminal cases involving digital forensics.
Prerequisites: None
Location: On/Off Site
Minimum Participants: 1
Maximum Participants: 30

Course Name: Introduction to Mobile Device Examination
Course Description: This course provides practical exercises to teach methodologies and techniques used during investigations involving digital evidence of mobile devices with traditional investigative techniques. Students will gain experience uncovering digital evidence contained in a wide array of mobile phones and devices and learn how to use forensics analysis tools, understand the legal issues and how to generate reports for law enforcement. This course is conducted over five days and provides hands-on experience with mobile devices.
Prerequisites: Familiarity with computers and networks.
Location: On/Off Site
Minimum Participants: 1
Maximum Participants: 30
Course Name: Network Intrusion and Incident Mitigation

Course Description: This course will provide students with the insight and knowledge needed to respond to network intrusions and incidents. Training focuses on how to effectively respond to a network incident including mitigation of the problem, data collection, and how to investigate for a potential crime. Students will learn about basic system components, networking hardware and the types of network topology and connectivity. The training will include a review of tools needed to perform forensics on the information and how network intrusions should be reported. This course is conducted over fifteen days and instructs students on methodologies and techniques used while performing network investigations.

Prerequisites: Network Investigation Training Series 101 or equivalent.

Location: On/Off Site

Minimum Participants: 1

Maximum Participants: 16

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GSA PRICELIST – Training Courses

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<th>Course Name</th>
<th>Course Length</th>
<th>Minimum Participants</th>
<th>Maximum Participants</th>
<th>Year 1</th>
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<td>1</td>
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<td>1</td>
<td>16</td>
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</table>
1. **SCOPE**
   a. The prices, terms and conditions stated under Special Item Number 54151S Information Technology Professional Services apply exclusively to IT Professional Services within the scope of this Information Technology Schedule.
   b. The Contractor shall provide services at the Contractor’s facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

   a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract.
   b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
   c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity’s mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

3. **ORDER**
   a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period: all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 (Deviation – May 2003) Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.
   b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

4. **PERFORMANCE OF SERVICES**
   a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
   b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
   c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
   d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

5. **STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)**
   a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the
Contracting Officer shall either-
(1) Cancel the stop-work order; or
(2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.
(b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-
(1) The stop-work order results in an increase in the time required for, or in the Contractor’s cost properly allocable to, the performance of any part of this contract; and
(2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.
(c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.
(d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

6. INSPECTION OF SERVICES
The Inspection of Services–Fixed Price (AUG 1996) (Deviation 1 – May 2003) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection–Time-and-Materials and Labor-Hour (May 2001) (Deviation 1 – May 2003) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

7. RESPONSIBILITIES OF THE CONTRACTOR
The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Deviation – 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 (OCT 2008) (ALTERNATE I – OCT 2008) (DEVIAION 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 (OCT 2008) (ALTERNATE I – OCT 2008) (DEVIAIION 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

Substitutions and Equivalency
Veritium acknowledges that successful performance requires having personnel with the right skills and experience. This high-level proficiency in talent and skillset is quantified through a proper mix of education and professional experience. We have found that skills required to support today’s problems and tomorrow’s challenges are not always supported by the traditional formal education and work experience combination. Therefore, we have incorporated substitution allowances between equivalent education and experience in order to provide the quality of services required by the customer.
Educational Equivalence:
The following educational equivalence applies, unless stated otherwise explicitly:
Associate’s Degree is considered equal to a High School Diploma + (2) years of experience.
Bachelor’s Degree is considered equal to an Associate’s Degree + two (4) years of experience.
Master’s Degree is considered equal to Bachelor’s Degree + (6) years of relevant experience.

Administrative Support I
Functional Responsibilities: Provide administrative support specifically dedicated to the requirements of the project team. Interface with personnel to coordinate meetings, maintain logs, records and files, provides end-user support, and performs general administrative duties. Plan and produce correspondence, reports, proposals, memos, and other documentation. Operate spreadsheet software such as Excel to produce finished documents. Proofread completed documents. Provide copying and production support as needed. Performs data analysis from a variety of sources, document types and formats. Have a working knowledge of the fundamental operations for the activity.
Minimum Education: Associate’s Degree
Minimum Experience: One year of relevant experience.

Administrative Support II
Functional Responsibilities: Provide administrative support specifically dedicated to the requirements of the project team. Interface with personnel to coordinate meetings, maintain logs, records and files, provides end-user support, and performs general administrative duties. Plan and produce correspondence, reports, proposals, memos, and other documentation. Operate spreadsheet software such as Excel to produce finished documents. Proofread completed documents. Provide copying and production support as needed. Performs data analysis from a variety of sources, document types and formats. Have a working knowledge of the fundamental operations for the activity.
Minimum Education: Associate’s Degree
Minimum Experience: Two years of relevant experience.

Application Analyst I
Functional Responsibilities: Formulate/Define system scope and objectives. Research and fact-finding to develop/modify information systems. Devise/Modify procedures to solve complex problems considering computer equipment capacity and limitations, operating time, and form of desired results. Prepare detailed specifications from which programs will be written and design, code, test, debug, and document those programs. Analyze and revise existing system logic difficulties and documentation as necessary.
Minimum Education: Associate’s Degree
Minimum Experience: Two years of relevant experience.

Application Analyst II
Functional Responsibilities: Formulate/Define system scope and objectives through research and fact-finding to develop or modify moderately complex information systems. Devise/Modify procedures to solve complex problems considering computer equipment capacity and limitations, operating time and form of desired results. Prepare detailed specifications from which programs will be written. Analyze and revise existing system logic difficulties and documentation as necessary. Competent to work at the highest technical level of all phases of applications systems analysis activities.
Minimum Education: Bachelor’s Degree
Minimum Experience: Three years of relevant experience.

Application Analyst III
Functional Responsibilities: Formulate/Define system scope and objectives through research and fact-finding to develop or modify moderately complex information systems. Devise/Modify procedures to solve complex problems considering computer equipment capacity and limitations, operating time and form of
desired results. Prepare detailed specifications from which programs will be written. Analyze and revise existing system logic difficulties and documentation as necessary. Competent to work at the highest technical level of all phases of applications systems analysis activities.
Minimum Education: Bachelor’s Degree
Minimum Experience: Four years of relevant experience.

**Business Process Analyst I**
Functional Responsibilities: Knowledge of how to plan, analyze and evaluate the effectiveness of programs and business processes. Must be able to use qualitative and quantitative analytical skills to assess the effectiveness of the operations. Assist in planning and scheduling projects goals, tracking, analysis, and reporting on project financial performance milestones, and risk mitigation. Enforce established processes and procedures, as well as identifying areas for improvement.
Minimum Education: Bachelor’s Degree
Minimum Experience: Three years of relevant experience.

**Business Process Analyst II**
Functional Responsibilities: Knowledge of how to plan, analyze and evaluate the effectiveness of programs and business processes. Must be able to use qualitative and quantitative analytical skills to assess the effectiveness of the operations. Assist in planning and scheduling projects goals, tracking, analysis, and reporting on project financial performance milestones, and risk mitigation. Enforce established processes and procedures, as well as identifying areas for improvement. Collaborate with internal stakeholders and subject matter experts to document processes, policies, procedures, workflows, metrics, and standards in order to support security program oversight, integration, and reporting at the strategic level.
Minimum Education: Bachelor’s Degree
Minimum Experience: Five years of relevant experience.

**Configuration Management Technician**
Functional Responsibilities: Establish and implement all aspects of configuration management including hardware, software, performance, deviation process and improvements to the methodology at both the corporate and project levels. Ensure that all proposed and actual changes to program technology and documentation are properly staffed, approved, and tracked. Facilitate change notification process used for updating product. Safeguard notification of performing organizations, or project teams of change activity.
Minimum Education: Associate’s Degree or 2-year technical school in Computer Science, Engineering, Math, Graduate of Technical School, or other related discipline.
Minimum Experience: Two years of relevant experience.

**Customer Service/Help Desk Technician I**
Functional Responsibilities: Provide support to users in the areas of e-mail, directories, standard Windows desktop applications, business applications running on user’s PC and Laptops, and networking. Troubleshoot and resolve hardware/software issues and problems with network resources (printers, scanners, etc.) impacting users.
Minimum Education: Associate’s Degree or 2-year technical school.
Minimum Experience: One year of relevant experience.

**Customer Service/Help Desk Technician II**
Functional Responsibilities: Provide support to users in the areas of e-mail, directories, standard Windows desktop applications, business applications running on user’s PC and Laptops, and networking. Troubleshoot and resolve hardware/software issues and problems with network resources (printers, scanners, etc.) impacting users.
Minimum Education: Associate’s Degree
Minimum Experience: Two years of relevant experience.
Customer Service Manager
Functional Responsibilities: Provide support to users in the areas of e-mail, directories, standard Windows desktop applications, business applications running on user’s PC and Laptops, and networking. Troubleshoot and resolve hardware/software issues and problems with network resources (printers, scanners, etc.) impacting users. Manage internal policies and procedures.
Minimum Education: Bachelor’s Degree
Minimum Experience: Four years of relevant experience.

Database Administrator
Functional Responsibilities: Participates in the design, creation, and maintenance of databases. Responsible for quality control and auditing databases to ensure accurate and appropriate use of data. Perform technical tasks using both standard and non-standard analysis and design. Consult and advise users on access to various databases. Resolve data conflicts and inappropriate data usage. Write, translate, and code software programs and applications according to specifications to meet changing functional requirements. Monitor and maintain database structures for data integrity, database performance, quality, and recoverability, maintenance, and space requirements to maintain optimal service levels. Ensure databases meet service level agreements. Confirm effective utilization of enterprise system resources.
Minimum Education: Bachelor’s Degree
Minimum Experience: Two years of relevant experience.

Database Architect
Functional Responsibilities: Provide maintenance, development, and analytical support of the database and its datasets, as well as writing, testing, and optimizing database stored procedures. Design, develop, validate and troubleshoot complex stored procedures, functions, and triggers. Implement and maintain databases. Develop and apply procedures for periodic database backup. Provide technical consulting in the definition, design, and creation of a database environment.
Minimum Education: Bachelor’s Degree
Minimum Experience: Six years of relevant experience.

Developer II
Functional Responsibilities: Knowledge of the latest programming languages and techniques. Demonstrate extensive experience in creating strategies for developing IT systems and applications. Provides direction and experience in evaluating alternative approaches and selecting optimal approaches to design, code, test, debug and document software in a variety of programming languages. Develop tools to improve amount of data, quality of data, and ease of submission. Support existing applications as well as new solution development. Maintain technical development environment. Responsible for troubleshooting legacy web-based applications, scripts and adjacent systems. Tests and installs new applications into production as needed. Performs efficient, high quality coding in the appropriate programming language to manage college data and processes.
Minimum Education: Bachelor’s Degree
Minimum Experience: Six years of relevant experience.

Developer III
Functional Responsibilities: Knowledge of the latest programming languages and techniques. Demonstrate extensive experience in creating strategies for developing IT systems and applications. Provides direction and experience in evaluating alternative approaches and selecting optimal approaches to design, code, test, debug and document software in a variety of programming languages. Develop tools to improve amount of data, quality of data, and ease of submission. Support existing applications as well as new solution development. Maintain technical development environment. Responsible for troubleshooting legacy web-based applications, scripts and adjacent systems. Tests and installs new applications into production as needed. Performs efficient, high quality coding in the appropriate programming language to manage college
data and processes. Develop collaborative relationships with key stakeholders. Respond to emergency
maintenance situations based upon application knowledge.
Minimum Education: Bachelor’s Degree
Minimum Experience: Eight years of relevant experience.

Developer IV
Functional Responsibilities: Knowledge of the latest programming languages and techniques. Demonstrate
extensive experience in creating strategies for developing IT systems and applications. Provides direction
and experience in evaluating alternative approaches and selecting optimal approaches to design, code, test,
debug and document software in a variety of programming languages. Develop tools to improve amount of
data, quality of data, and ease of submission. Support existing applications as well as new solution
development. Maintain technical development environment. Responsible for troubleshooting legacy web-
based applications, scripts and adjacent systems. Tests and installs new applications into production as
needed. Performs efficient, high quality coding in the appropriate programming language to manage college
data and processes. Develop collaborative relationships with key stakeholders. Respond to emergency
maintenance situations based upon application knowledge. Lead, train, develop, and review associates on
the team. Coordinate and lead daily team activities. Primary contact for the team and with client.
Minimum Education: Master’s Degree
Minimum Experience: Five years of relevant experience.

Functional Analyst I
Functional Responsibilities: Responsible for preparing and conducting technical training programs. Assess
individual/group training needs and maintain test records. Determine course content according to
objectives. Train and support users. Research, create training guides. Develop, implement and deliver
training programs. Conduct analysis and investigate operational issues. Perform gap analysis and
recommend solutions.
Minimum Education: Bachelor’s Degree
Minimum Experience: Two years of relevant experience.

Functional Analyst II
Functional Responsibilities: Responsible for preparing and conducting technical training programs. Assess
individual/group training needs and maintain test records. Determine course content according to
objectives. Train and support users. Research, create training guides. Develop, implement and deliver
training programs. Conduct analysis and investigate operational issues. Perform gap analysis and
recommend solutions.
Minimum Education: Bachelor’s Degree
Minimum Experience: Four years of relevant experience.

Functional Analyst III
Functional Responsibilities: Responsible for preparing and conducting technical training programs. Assess
individual/group training needs and maintain test records. Determine course content according to
objectives. Train and support users. Research, create training guides. Develop, implement and deliver
training programs. Conduct analysis and investigate operational issues. Perform gap analysis and
recommend solutions.
Minimum Education: Bachelor’s Degree
Minimum Experience: Six years of relevant experience.

Functional Analyst IV
Functional Responsibilities: Responsible for preparing and conducting technical training programs. Assess
individual/group training needs and maintain test records. Determine course content according to
objectives. Train and support users. Research, create training guides. Develop, implement and deliver
training programs. Conduct analysis and investigate operational issues. Perform gap analysis and
recommend solutions.
Minimum Education: Master’s Degree
Minimum Experience: Five years of relevant experience.

Integrated Scheduler
Functional Responsibilities: Create, maintain, analyze, and deliver integrated project schedule management support. Maintain Integrated Master Schedule for high profile IT project. Define relationship (dependency) between and among these events; determines expected duration of each event; resources required for each; and creation of a schedule that depicts this information in a logical cohesive whole. Maintain database for purpose of generating schedule reports. Provide insight into contract cost and schedule performance issues. Identify opportunities to improve program schedule execution.
Minimum Education: Bachelor’s Degree
Minimum Experience: Four years of relevant experience.

IT Engineering Analyst
Functional Responsibilities: Responsible for program design, coding, testing, debugging and documentation. Has full technical knowledge of all phases of web-based applications systems analysis and programming. Has a general understanding of the business or function for which an application is designed. Competent to work in most phases of web programming or development. Support of sustaining operations and infrastructure projects; including installation, maintenance and troubleshooting of PC client hardware under supervision. Assignments will be generally routine with low to average complexity.
Minimum Education: Bachelor’s Degree in Computer Science, Engineering or other related discipline.
Minimum Experience: Two years of relevant experience.

Program Analyst III
Functional Responsibilities: Ensure successful and efficient information technology services. Oversee all information technology operations and quality of information technology services ensuring integrity of computer systems and software. Serve as technical expert to staff and other personnel, as well as allow system users to understand the functionality of information technology services. Technical responsibilities also include the design of technical specifications and requirements for new systems or improving existing systems.
Minimum Education: Bachelor’s Degree
Minimum Experience: Five years of relevant experience.

Program Manager I
Functional Responsibilities: Provide management over all aspects of a business area. Direct and manage internal/external communications and all functional program activities to meet contract cost, schedule, and performance objectives. Make final decisions on administrative or operational matters affecting more than one segment or functional activity of the program.
Minimum Education: Bachelor’s Degree in Engineering, Supply Chain, Operations or other related discipline.
Minimum Experience: Four years of relevant experience.

Program Manager II
Functional Responsibilities: Provide management over all aspects of a business area. Direct and manage internal/external communications and all functional program activities to meet contract cost, schedule, and performance objectives. Make final decisions on administrative or operational matters affecting more than one segment or functional activity of the program.
Minimum Education: Bachelor’s Degree in Engineering, Supply Chain, Operations or other related discipline.
Minimum Experience: Six years of relevant experience.
Program Manager III
Functional Responsibilities: Responsible for all contract activities. Set policies and procedures, technical standards and methods, and priorities. Coordinate the management of all work performed on tasks under the contract. Coordinate the efforts of subcontractors, team members, and vendors. Act as the central point of contact. Exercise full authority to act for the company in the performance of the required work and services under all task orders. Work independently, or under the general direction of senior level company management, on all phases of performance including contract management, project/task order management, coordination of resource needs, coordination with corporate resources and management. Report to senior company management on contract and task performance and issues. Has direct accountability for the technical correctness, timeliness and quality of deliverables, and the implementation and measurement of corporate and client quality standards and methodologies. Has a broad and deep knowledge of the IT industry, business administration, and human resource management and has excellent oral and written communications skills.
Minimum Education: Master’s Degree, MBA, or other advanced degree in related discipline.
Minimum Experience: Seven years of relevant experience.

Project Analyst I
Functional Responsibilities: Assist with developing project budgets, schedules, work plans, resource requirements, risk assessments, cost estimates and projections. Facilitate initiation, authorization, and commitment of projects and helps demonstrate business need and project feasibility. Assist with internal and external communications as assigned, collaborating with applicable departments and/or staff as appropriate.
Minimum Education: Associate’s Degree
Minimum Experience: One year of relevant experience.

Project Analyst II
Functional Responsibilities: Responsible for providing analysis and recommendations on proposed projects, serving in a project management capacity from project initiation to organizational responsibility change, and providing best practices recommendations. Manage assigned projects, including assessing, developing, overseeing and evaluating projects according to departmental standards. Assist with developing project budgets, schedules, work plans, resource requirements, risk assessments, cost estimates and projections. Facilitate initiation, authorization, and commitment of projects and helps demonstrate business need and project feasibility. Ensure practices on projects comply with applicable policies, procedures and regulatory guidelines. Assist with internal and external communications as assigned, collaborating with applicable departments and/or staff as appropriate.
Minimum Education: Bachelor’s Degree
Minimum Experience: Two years of relevant experience.

Project Analyst III
Functional Responsibilities: Responsible for providing analysis and recommendations on proposed projects, serving in a project management capacity from project initiation to organizational responsibility change, and providing best practices recommendations. Manage assigned projects, including assessing, developing, overseeing and evaluating projects according to departmental standards. Assist with developing project budgets, schedules, work plans, resource requirements, risk assessments, cost estimates and projections. Facilitate initiation, authorization, and commitment of projects and helps demonstrate business need and project feasibility. Ensure practices on projects comply with applicable policies, procedures and regulatory guidelines. Assist with internal and external communications as assigned, collaborating with applicable departments and/or staff as appropriate.
Minimum Education: Bachelor’s Degree
Minimum Experience: Three years of relevant experience.
**Project Manager I**  
Functional Responsibilities: Provide assistance to management on major programs, following work plans, schedules, evaluation criteria and assist in utilizing resources in the most cost effective and efficient manner. Confer with personnel on feasibility studies, systems, planning, equipment scheduling and related duties. Enforce established applications programming and documentation. Plan and create work items for current and future procurement. Manage current projects through construction. Coordinate efforts with other involved personnel to populate and maintain work items in database; support development of work items and provide assistance for execution. Maintain liaison with management. Duties include planning, organization and administration of activities and services. Provide assistance to staff members relating to planning, schedules, and technical recommendations. Monitors program data and information collection methods and techniques. Provide estimating and scheduling services. Interact with management and support staff.  
Minimum Education: Bachelor’s Degree  
Minimum Experience: Two years of relevant experience.

**Project Manager II**  
Functional Responsibilities: Provide assistance to management on major programs, following work plans, schedules, evaluation criteria and assist in utilizing resources in the most cost effective and efficient manner. Confer with personnel on feasibility studies, systems, planning, equipment scheduling and related duties. Enforce established applications programming and documentation. Plan and create work items for current and future procurement. Manage current projects through construction. Coordinate efforts with other involved personnel to populate and maintain work items in database; support development of work items and provide assistance for execution. Maintain liaison with management. Duties include planning, organization and administration of activities and services. Provide assistance to staff members relating to planning, schedules, and technical recommendations. Monitors program data and information collection methods and techniques. Provide estimating and scheduling services. Interact with management and support staff.  
Minimum Education: Bachelor’s Degree  
Minimum Experience: Four years of relevant experience.

**Project Manager III**  
Functional Responsibilities: Direct planning and management of single or multiple projects and retains overall responsibility for the performance including the cost, schedule, deliverables, and contract compliance. Responsible for overall success of the project (s) and ensures goals and standards are successfully implemented. Serve as liaison to government and outside representatives and coordinates activities of support personnel. Extensively large bandwidth of experience and capabilities working proficiently and competently on a wide range of project endeavors. High-level of proficiency and demonstrated ability to perform technical tasks such as calculations, layouts, data evaluations, and design or technical report preparation. Authenticated ability to effectively manage projects including supervision and oversight of project teams working on specific project elements.  
Minimum Education: Bachelor’s Degree; PMI or PMP certification is desirable.  
Minimum Experience: Six years of relevant experience.

**Project Manager IV**  
Functional Responsibilities: Direct planning and management of single or multiple projects and retains overall responsibility for the performance including the cost, schedule, deliverables, and contract compliance. Responsible for overall success of the project (s) and ensures goals and standards are successfully implemented. Serve as liaison to government and outside representatives and coordinates activities of support personnel. Extensively large bandwidth of experience and capabilities working proficiently and competently on a wide range of project endeavors. High-level of proficiency and demonstrated ability to perform technical tasks such as calculations, layouts, data evaluations, and design or technical report preparation. Authenticated ability to effectively manage projects including supervision and
oversight of project teams working on specific project elements.
Minimum Education: Bachelor’s Degree; PMI or PMP certification.
Minimum Experience: Eight years of relevant experience.

Risk Management Technician
Functional Responsibilities: Conduct loss prevention surveys and physical inspections. Provide accurate description of physical and operational details of an insured. Identify hazards and potential loss exposures and make recommendations to eliminate or reduce the potential loss. Provide consultation regarding account/line-of-business acceptability, exposures and controls pertinent to the various lines of business. Assist with account operations, exposures, construction and protection. Conduct accident investigation and loss analysis to identify causes.
Minimum Education: Bachelor’s Degree
Minimum Experience: Three years of relevant experience.

Software/System Architect I
Functional Responsibilities: Define and execute systems engineering activities within a project; including systems planning, information security planning, performance management, capacity planning, testing and validation, risk assessment, benchmarking, information engineering, and development and staffing of a system engineering plan. Integrate systems, network and help desk tools into an integrated IT solution.
Minimum Education: Bachelor’s Degree
Minimum Experience: Four years of relevant experience.

Software/System Architect II
Functional Responsibilities: Define and execute systems engineering activities within a project; including systems planning, information security planning, performance management, capacity planning, testing and validation, risk assessment, benchmarking, information engineering, and development and staffing of a system engineering plan. Integrate systems, network and help desk tools into an integrated IT solution. Provide hard/software tool selection analysis and recommendation. Provide technical direction to IT support staff. Design and implement security systems and redundant backups.
Minimum Education: Bachelor’s Degree
Minimum Experience: Six years of directly relevant experience.

Software/System Architect III
Functional Responsibilities: Define and execute systems engineering activities within a project; including systems planning, information security planning, performance management, capacity planning, testing and validation, risk assessment, benchmarking, information engineering, and development and staffing of a system engineering plan. Integrate systems, network and help desk tools into an integrated IT solution. Provide hard/software tool selection analysis and recommendation. Provide technical direction to IT support staff. Design and implement security systems and redundant backups. Interface with user, customers, stakeholders, analysts, architects, and other engineers to troubleshoot and find root cause of technology and security defects. Develop and contribute to strategies, standards, new capabilities, build and design automated workflows, and connect multiple services or product lines. Work across multiple disciplines to deliver IS products and services to the organization that scale efficiently while improving performance and minimizing costs.
Minimum Education: Bachelor’s Degree
Minimum Experience: Eight years of directly relevant experience.

System Administration Technician I
Functional Responsibilities: Provide on-site technical support. Support the identification and remediation of existing and future vulnerabilities.
Minimum Education: Associate’s Degree
Minimum Experience: One year of relevant experience.
System Administration Technician II
Functional Responsibilities: Provide on-site technical support. Support the identification and remediation of existing and future vulnerabilities.
Minimum Education: Associate’s Degree
Minimum Experience: Two years of relevant experience.

System Administrator I
Functional Responsibilities: Responsible for the on-going monitoring, maintenance, and administration of free-standing or networked systems. Provide system administration and support activities. Monitor system daily to ensure availability to users. Provide application guidance, parameters and specifications to staff in developing reports necessary to meet customer requirements. Coordinate the installation of new modules, tools, etc., and provides training to users. Maintain the scheduling of reports, interfaces, project logs and records, problem logs, and progress of projects in relation to schedules. Serve as technical liaison with outside consultants and technical support staff.
Minimum Education: Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.
Minimum Experience: Two years of relevant experience.

System Administrator II
Functional Responsibilities: Responsible for the on-going monitoring, maintenance, and administration of free-standing or networked systems. Subject matter expert in one or more computer systems utilized for business applications, interface between system software and other systems used, spreadsheet, database and word processing applications; hardware operating systems, computer hardware, mainframe access basics, and networks. Provide system administration and support activities. Provide assistance ranging from installing new equipment, solving complex operating problems, and providing project coordination for implementation of new network and/or PC-based systems. Monitor system daily to ensure availability to users. Provide application guidance, parameters and specifications to staff in developing reports necessary to meet customer requirements. Coordinate the installation of new modules, tools, etc., and provides training to users. Maintain the scheduling of reports, interfaces, project logs and records, problem logs, and progress of projects in relation to schedules. Serve as technical liaison with outside consultants and technical support staff.
Minimum Education: Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.
Minimum Experience: Four years of relevant experience.

System Administrator III
Functional Responsibilities: Responsible for the on-going monitoring, maintenance, and administration of free-standing or networked systems. Subject matter expert in one or more computer systems utilized for business applications, interface between system software and other systems used, spreadsheet, database and word processing applications; hardware operating systems, computer hardware, mainframe access basics, and networks. Provide system administration and support activities. Provide assistance ranging from installing new equipment, solving complex operating problems, and providing project coordination for implementation of new network and/or PC-based systems. Monitor system daily to ensure availability to users. Provide application guidance, parameters and specifications to staff in developing reports necessary to meet customer requirements. Coordinate the installation of new modules, tools, etc., and provides training to users. Maintain the scheduling of reports, interfaces, project logs and records, problem logs, and progress of projects in relation to schedules. Serve as technical liaison with outside consultants and technical support staff.
Minimum Education: Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.
Minimum Experience: Six years of relevant experience.
**Systems Engineer I**
Functional Responsibilities: Under direct supervision, assist in performing systems analysis, evaluation, design, integration, documentation, and implementation of applications that require comprehensive knowledge and technical skills. Perform routine systems maintenance, installations, and enhancements. Analyze the systems and architecture for issues and provide recommendations for improvements. Provide documentation as required.
Minimum Education: Bachelor’s Degree
Minimum Experience: Three years of relevant experience.

**Systems Engineer II**
Functional Responsibilities: Under general supervision, perform high-level systems analysis, evaluation, design, integration, documentation, and implementation of very complex application that require a thorough knowledge of administrative and technical skills. Direct and participate in all phases of system development with emphasis on planning, analysis, evaluation, integration, testing and acceptance phases. Apply higher-level business or technical principles and methods to very difficult technical problems to arrive at automated engineering solution.
Minimum Education: Bachelor’s Degree
Minimum Experience: Five years of relevant experience

**Technical Systems Architect I**
Functional Responsibilities: Plays an active role in infrastructure administration, research, planning, testing, implementation and end-user support. Responsible for focusing on tactical and strategic goals, best practices, and maximizing performance, robustness, and usability of infrastructure. Support other team projects. Coordinate with stakeholders to ensure that provided solutions are effective and delivered in a timely manner. Work with program and project leaders to define and create the architectural depictions and documents, ensuring logical flow, and address all issues. Promote a shared infrastructure and set of applications to reduce costs and improve information flow. Ensure that projects do not duplicate functionality or diverge from each other, and the business and IT strategies.
Minimum Education: Bachelor’s Degree
Minimum Experience: Eight years of relevant experience.

**Technical Systems Architect II**
Functional Responsibilities: Plays an active role in infrastructure administration, research, planning, testing, implementation and end-user support. Responsible for focusing on tactical and strategic goals, best practices, and maximizing performance, robustness, and usability of infrastructure. Support other team projects. Coordinate with stakeholders to ensure that provided solutions are effective and delivered in a timely manner. Work with program and project leaders to define and create the architectural depictions and documents, ensuring logical flow, and address all issues. Promote a shared infrastructure and set of applications to reduce costs and improve information flow. Ensure that projects do not duplicate functionality or diverge from each other, and the business and IT strategies.
Minimum Education: Bachelor’s Degree
Minimum Experience: Ten years of relevant experience.

**Technical Systems Architect III**
Functional Responsibilities: Plays an active role in infrastructure administration, research, planning, testing, implementation and end-user support. Responsible for focusing on tactical and strategic goals, best practices, and maximizing performance, robustness, and usability of infrastructure. Support other team projects. Coordinate with stakeholders to ensure that provided solutions are effective and delivered in a timely manner. Work with program and project leaders to define and create the architectural depictions and documents, ensuring logical flow, and address all issues. Promote a shared infrastructure and set of applications to reduce costs and improve information flow. Ensure that projects do not duplicate functionality or diverge from each other, and the business and IT strategies.
functionality or diverge from each other, and the business and IT strategies. Focus on support of critical services, with an emphasis on becoming a subject matter expert on more than one. Focus on sustainability and improvement of processes.
Minimum Education: Master’s Degree
Minimum Experience: Eight years of relevant experience.

**Technical Systems Architect IV**

Functional Responsibilities: Serves as subject matter expert in infrastructure administration, research, planning, testing, implementation and end-user support. Responsible for focusing tactical and strategic goals, best practices, and maximizing performance, robustness, and usability of infrastructure. Lead and support other team projects. Coordinate with stakeholders to ensure that provided solutions are effective and delivered in a timely manner. Work with program and project leaders to define and create the architectural depictions and documents, ensuring logical flow, and address all issues. Promote a shared infrastructure and set of applications to reduce costs and improve information flow. Ensure that projects do not duplicate functionality or diverge from each other, and the business and IT strategies. Lead and support critical services, with an emphasis on becoming a subject matter expert on more than one. Lead and support sustainability and improvement of processes. Serve as subject matter expert on all compliance, regulatory and security requirements adhering to all corporate policies and standards.
Minimum Education: Master’s Degree
Minimum Experience: Ten years of relevant experience.

**Technical Writer I**

Functional Responsibilities: Develop and manage technical processes, policies, workflows, training materials, and standards. Responsible for collaborating with internal subject matter experts; documenting processes, workflows, and standards; working with security stakeholders to make recommendations and to continuously update program artifacts.
Minimum Education: Associate’s Degree
Minimum Experience: Two years of relevant experience.

**Technical Writer II**

Functional Responsibilities: Develop and manage technical processes, policies, workflows, training materials, and standards. Responsible for collaborating with internal subject matter experts; documenting processes, workflows, and standards; working with security stakeholders to make recommendations and to continuously update program artifacts. Possess technical acumen to develop, review, and edit complex written and technical materials. Ensure compliance with standards of style and format, good usage of language, and overall structure and organization of material. Responsible for technical accuracy of publications and conduct of internal validation, logistics demonstrations and customer verification activities.
Minimum Education: Bachelor’s Degree
Minimum Experience: Two years of relevant experience

**Test Engineer**

Functional Responsibilities: Designs and conducts software tests and evaluates the test results to determine and ensure compliance with regulations and conformance to design. Prepares test scripts and all necessary test documents. Develop and establish quality assurance standards and measures for information technology services. Collect and analyze data in support of business cases, proposed projects, and systems requirements. Apply proven analytical and problem-solving skills to help validate IT processes through careful testing in order to maximize the benefit of business investments in IT initiatives.
Minimum Education: Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.
Minimum Experience: Four years of relevant experience.
## GSA PRICELIST – IT Professional Services

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TERMS AND CONDITIONS APPLICABLE TO
HEALTH INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES
(SPECIAL ITEM NUMBER 54151HEAL)

Vendor suitability for offering services through the new Health IT SIN must be in accordance with the following laws and standards when applicable to the specific task orders, including but not limited to:

- Health Information Technology for Economic and Clinical Health Act of 2009 (HITECH)
- The Health Insurance Portability and Accountability Act of 1996 (HIPAA)
- National Institute of Standards and Technology (NIST) Federal Information Processing Standards (FIPS) and Special Publications
- Federal Information Security Management Act (FISMA) of 2002

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

****NOTE: All labor categories under the Special Item Number 54151S Information Technology Professional Services may remain under SIN 54151S unless the labor categories are specific to the Health IT SIN.

1. SCOPE
   a. The labor categories, prices, terms and conditions stated under Special Item Number 54151HEAL Health Information Technology Services apply exclusively to Health IT Services within the scope of this Information Technology Schedule.
   b. This SIN is limited to Health IT Services only. Software and hardware products are out of scope. Hardware and software can be acquired through different Special Item Numbers on IT Schedule 70.
   c. This SIN provides ordering activities with access to Health IT services.
   d. Health IT Services provided under this SIN shall comply with all Healthcare certifications and industry standards as applicable at the task order level.
   e. 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. ORDER
   a. Agencies may use written orders, Electronic Data Interchange (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.

3. PERFORMANCE OF SERVICES
   a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity. All Contracts will be fully funded.
   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 Health 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. All travel will be agreed upon with the client prior to the Contractor’s travel.

4. INSPECTION OF SERVICES

5. 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.

6. RESPONSIBILITIES OF THE ORDERING ACTIVITY
Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite Health IT Services.

7. INDEPENDENT CONTRACTOR
All Health IT 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.

8. 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.

9. INVOICES
The Contractor, upon completion of the work ordered, shall submit invoices for Health 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.

10. RESUMES
Resumes shall be provided to the GSA Contracting Officer or the user ordering activity upon request.
11. INCIDENTAL SUPPORT COSTS
Incidental support costs are not considered part of 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.

12. 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.

13. DESCRIPTION OF HEALTH IT SERVICES AND PRICING
The Contractor shall provide a description of each type of Health IT Service offered under Special Item Numbers 54151HEAL - Health IT Services and it 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.

Substitutions and Equivalency
Veritium acknowledges that successful performance requires having personnel with the right skills and experience. This high-level proficiency in talent and skillset is quantified through a proper mix of education and professional experience. We have found that skills required to support today’s problems and tomorrow’s challenges are not always supported by the traditional formal education and work experience combination. Therefore, we have incorporated substitution allowances between equivalent education and experience in order to provide the quality of services required by the customer.

Educational Equivalence:
The following educational equivalence applies, unless stated otherwise explicitly:
Associate’s Degree is considered equal to a High School Diploma + (2) years of experience.
Bachelor’s Degree is considered equal to an Associate’s Degree + two (4) years of experience.
Master’s Degree is considered equal to Bachelor’s Degree + (6) years of relevant experience.

Health IT Analyst I
Functional Responsibilities: The Health Analyst I receive minimal supervision and is responsible for program design, coding, testing, debugging and documentation. The analyst possesses technical knowledge of all phases of web-based applications systems analysis and programming and general understanding of the business need or functionality that the application must meet.
The analyst can assist with most phases of web programming or development, including gathering, compiling, modeling, validating, and analyzing data.
Minimum Education: Associate’s Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.
Minimum Experience: One year of experience.

Health IT Analyst II
Functional Responsibilities: The Health IT Analyst II support the installation, testing, maintenance, and troubleshooting of operational systems or networks. The incumbent manages various Health IT and telecommunications support functions, including trouble ticket management, service order entry, and/or configuration management. Responsibilities include oversight of testing for Health IT, telecommunications, or RF systems in support of systems planning, assembly, installation, implementation, and maintenance using both manual and automated tools. The analyst evaluates system problems including workflow, organization, and planning. And develops appropriate corrective actions.
Skills include an understanding of applicable Health IT, telecommunications, or RF systems engineering techniques and the use of automated support tools. The analyst completes all work in accordance with established standards.
Minimum Education: Bachelor’s Degree in Computer Science, Information Systems, Engineering,
Minimum Experience: Three years of experience.

**Health IT Analyst III**
Functional Responsibilities: The Health IT Analyst III has analytical and creative skills related to developing and implementing solutions for hardware/software issues. Specialized experience includes, management of help desks in a multi-server environment, comprehensive knowledge of PC operating systems, and networking and mail standards and supervision of help desk employees. General experience includes information systems development, network and other work in the client/server field, or related fields. This position requires clear oral and written communication.
Minimum Education: Bachelor’s Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.
Minimum Experience: Four years of experience.

**Health IT Consultant**
Functional Responsibility: The Health IT Consultant directly support clients providing advice and recommending effective solutions to complex problems related to Information Technology. The consultant provides technical, managerial, or operational expertise in a specialized area of practice such as Computer Science, Information Technology, Information Management, or Project Management.
Minimum Education: Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.
Minimum Experience: Five years of experience.

**Health IT Enterprise Engineer**
Functional Responsibilities: The Health IT Enterprise Engineer help deploy enterprise-wide system management tools and architected solutions. The engineer can solve unexpected complications, deploy and document enterprise management solutions for multifaceted Health IT environments, and integrate systems, network and help desk tools into an integrated Health IT solution. The engineer performs analysis for hardware/software tool selection and offers recommendations. The incumbent leads technical teams to implement multiple software management tools sequentially or parallel.
Minimum Education: Bachelor’s Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.
Minimum Experience: Five years of experience.

**Health IT Information Assurance Specialist**
Functional Responsibilities: The Health IT Information Assurance Specialist provide general Information Assurance support including assistance in the Certification and Accreditation Process. The incumbent develops C&A test activities and develops, maintains, and administers security tests and evaluations (ST&Es). Additionally, the specialist develops and performs technical vulnerability tests in a Health IT environment, conducts penetration tests, prepares test reports, and makes recommendations to mitigate findings. The incumbent will work well with others. Possess good written and oral skills.
Minimum Education: Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.
Minimum Experience: Four years of experience.

**Health IT Program Manager**
Functional Responsibility: The Health IT Program Manager ensure successful and efficient information technology services for an organization. The Program Manager oversees all Health IT operations and monitors the quality of IT services to ensure the integrity of computer systems and software. The Program Manager serves as a technical expert to staff and other personnel, and helps system users understand the functionality of Health IT services. Technical responsibilities also include the design of technical
specifications and requirements for new Health systems or improving existing systems, i.e., the development lifecycle.
Minimum Education: Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.
Minimum Experience: Four years of experience.

**Health IT Project Manager**
Functional Responsibility: The Health IT Project Manager assist management on major programs following work plans, schedules, and evaluation criteria, and utilizing resources in the most cost-effective and efficient method. The Project Manager confers with personnel on Health feasibility studies, systems, planning, equipment scheduling, and related duties. The Project Manager enforces established applications programming and documentation standards. Plan and create work items for current and future procurement. The incumbent manages current Health projects through development, coordinates efforts with other involved personnel to populate and maintain work items in database, supports development of work items, and provides assistance for execution. The Project Manager liaises with management. Duties include planning, organization, and administration of activities and services. The Project Manager provides assistance to staff members relating to planning, schedules, and technical recommendations. Position requirements include monitoring program data and information collection methods and techniques; providing estimating and scheduling services; and interacting with management and support staff.
Minimum Education: Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.
Minimum Experience: Four years of experience.

**Health IT Software Developer**
Functional Responsibility: The Health IT Software Developer work under the lead developer to assist in the process of Health software application development and software integration techniques that expedite software development cycles. The incumbent assists in the integration of the existing decision support Health software applications and conversion of existing applications to a relational database structure.
Minimum Education: Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.
Minimum Experience: Three years of experience.

**Health IT Subject Matter Expert**
Functional Responsibility: The Health IT Subject Matter Expert (SME) is an expert in a specific Health functional area. The SME directs analysis of requirements for information systems and possesses expertise and skills in a particular technical subject area. Technical areas of knowledge include, software development, enterprise infrastructure, security, telecom, and other related fields. The SME understands, articulates, and implements best practices related to the area of expertise, provides guidance on how their capability can resolve an organizational need, and actively participates in all phases of the technical lifecycle. The SME maintains Health expertise in areas such as facilitation, organizational development, and change management.
Minimum Education: Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.
Minimum Experience: Six years of experience.

**Health IT Systems Analyst I**
Functional Responsibility: The Health IT Systems Analyst I conduct studies and performs analysis to develop effective improvements to management, organization, and Health business applications for the advancement of quality enhancements through reengineering techniques. The analyst provides support to resolve complex systems analyses and studies. Prepares reports for presentation to management officials. The incumbent may work independently or as a team member. The analyst has the ability to define
problems and develop system requirements including program specifications. The incumbent works closely with programmers to ensure the correct implementation of program and system specifications. Minimum Education: Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. Minimum Experience: Three years of experience.

**Health IT Systems Analyst II**

Functional Responsibility: The Health IT Systems Analyst II role is part of the Health business process cycle. This role includes responsibility for developing and maintaining numerous forms of complex applications and relational database models comprised of various languages, protocols, and interfaces essentially for the purpose of data dissemination. The analyst performs technical tasks using both standard and non-standard analysis, design, coding methods, and techniques. The incumbent analyzes and evaluates techniques to solve, design, and implement Health software solutions to technical and implementation problems. The analyst must consistently write, translate, and code software programs and applications according to specifications to meet changing functional requirements. Minimum Education: Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. Minimum Experience: Five years of experience.

**Health IT Test Engineer**

Functional Responsibility: The Health IT Test Engineer design and conduct Health software tests and evaluates the test results to determine and ensure compliance with regulations and conformance to design. The incumbent also prepares test scripts and all required test documents. Minimum Experience: 4 years of experience. Minimum Education: Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

**IV&V Health Consultant**

Functional Responsibility: The IV&V Health Consultant provide independent verification and validation for software development, testing and deployment to ensure that Health IT applications meet user requirements and the process adheres to sound methodologies and principles for software development and testing. Duties including the quality review of Health IT work products for adherence to the design concept, user standards, requirements, and progress in accordance with schedules. The incumbent coordinates with the Program and/or Project Manager to ensure Health IT problem solution and user satisfaction, documents reports, makes recommendations for improvement of processes, prepares milestone status reports, and delivers presentations on findings to management, colleagues, and other stakeholders. Minimum Education: Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. Minimum Experience: A minimum of eight years of Health IT experience, of which at least four years must be specialized. Specialized experience includes: analysis and design of business applications on complex systems for large scale computers; database management; use of programming languages such as Java, .net, and other web-related languages; knowledge of current storage and retrieval methods; and demonstrated ability to formulate specifications for computer programmers to use in coding, testing, and debugging of computer programs. General experience includes increasing responsibilities in assignments of a technical nature. Proven ability to work independently or under general direction only on complex application problems involving all phases of systems analysis is required.

**Jr. Health IT Project Manager**

Functional Responsibilities: The Jr. Health IT Project Manager design, modify, develop, write, and implement software programming applications in a Health IT environment. The incumbent supports implementation, operation, and maintenance of software applications. The junior Project Manager
participates in the testing process through test review and analysis, test witnessing, and certification of software; manages a team of software developers to architect and design enterprise Health software products. The incumbent writes product requirement documents, implements and tracks development timelines, and negotiates feature sets with the development leads and product. This person relies on experience and judgment to plan and accomplish goals while performing a variety of complicated tasks. Minimum Education: Bachelor’s Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. Minimum Experience: Four years of experience.

**Jr. Health IT Software Engineer**

Functional Responsibilities: The Jr. Health IT Software Engineer review Health computer data systems and workstations in terms of machine capabilities and interface. The engineer prepares reports and studies concerning hardware, and functional requirements and specifications for hardware acquisitions. The role requires ensuring that problems are properly identified and the solutions satisfy user requirements. The engineer assists users with hardware installation, testing, and troubleshooting of computer systems and desktop workstations.

Minimum Education: Associate’s Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

Minimum Experience: Three years of experience.

**Sr. Health IT Business Analyst**

Functional Responsibilities: The Sr. Health IT Business Analyst design, program, document, and implement applications that require knowledge of Health IT and related systems concepts for effective development and deployment of software modules. The analyst participates in all phases of Health software development with emphasis on design, coding, testing, documentation, and acceptance. This requires drafting technical reports and related documentation.

Minimum Education: Bachelor’s Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

Minimum Experience: Six years of experience.

**Sr. Health IT Data Management Engineer**

Functional Responsibilities: The Sr. Health IT Data Management Engineer analyze individual processes to check for improvement and optimization and make/suggest necessary changes to management to improve productivity. The engineer has an in-depth understanding of the business and system processes, database-level changes, and various measures to manage data from one database to another. The incumbent will define various types of indexing to make the Health database faster and more efficient. The engineer researches various factors affecting the migration, including data cleansing and new technology implementation to improve and streamline Health data management.

Minimum Education: Bachelor’s Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

Minimum Experience: Six years of experience.

**Sr. Health IT Enterprise Architect**

Functional Responsibilities: The Sr. Health IT Enterprise Architect maintain and govern Enterprise Architecture (EA) across the organization. The incumbent is also responsible for refining the EA processes and for overseeing the integration of these processes with other related business and Health IT processes. The architect conducts research on emerging technologies in support of infrastructure development efforts and recommends technologies that will increase cost effectiveness and infrastructure flexibility. The incumbent will develop, document, and communicate plans for investing in Health IT infrastructure, including analysis of cost reduction opportunities. This also requires developing and executing test plans to check infrastructure and systems technical performance.

Minimum Education: Bachelor’s Degree in Computer Science, Information Systems, Engineering,
Business, or other related discipline.
Minimum Experience: Six years of experience.

**Sr. Health IT Program Manager**
Functional Responsibility: The Sr. Health IT Program Manager coordinate, define, hire staff for, and manage all Health IT programs. The incumbent plans, implements, and oversees requirements analysis, quality assurance, testing, systems analysis, and software integration and development. The Program Manager acts as the primary technical point of contact for team members and client and develops and oversee Health IT projects schedule making adjustments as needed. Additionally, he/she will coordinate meetings with team members and management officials.
Minimum Education: Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.
Minimum Experience: Ten years of experience.

**Sr. Health IT Project Manager**
Functional Responsibility: The Sr. Health IT Project Manager develop the company's business strategy and define Health IT systems architecture to support that strategy, based on the infrastructure that supports the business to achieve business objectives. The Project Manager will conduct research on emerging technologies in support of infrastructure development efforts and recommend technologies that will increase cost effectiveness and infrastructure flexibility.
Minimum Education: Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.
Minimum Experience: Eight years of experience.

**Sr. Health IT Software Developer**
Functional Responsibility: The Sr. Health IT Software Developer manage the process and personnel for software application development and software integration techniques to expedite software development lifecycle. The incumbent manages the integration of the existing Health decision support software applications or convert existing applications to a relational database structure. Additional responsibilities include developing functional code sequences to ensure integration of new software modules into existing applications in the most effective manner.
Minimum Education: Bachelor’s degree
Minimum Experience: Five years of experience in Computer Science, Information Systems, Engineering, Business, or other related discipline.

**Sr. Health IT Software Engineer**
Functional Responsibilities: The Sr. Health IT Software Engineer design, modify, develop, and implement software programming applications. Additionally, the incumbent support operations, maintenance, and implementation of software applications. The software engineer participates in the testing process through test review and analysis, test witnessing, and certification of software. The incumbent will provide support to plan, coordinate, and implement the organization's information security. This role also supports facilitating and helping agencies identify their current security infrastructure and define future programs, design and implementation of security for Health IT systems.
Minimum Education: Bachelor’s Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.
Minimum Experience: Five years of experience.
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