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

SCHEDULE TITLE: GSA MULTIPLE AWARD SCHEDULE (MAS)

Large Category: Information Technology
(MASS MOD A812: Effective Date July 31, 2020)

CONTRACT NUMBER: 47QTCA18D00K9

Special Item Numbers:
54151S Information Technology Professional Services
OLM Order-Level Materials (OLM)

PERIOD COVERED BY CONTRACT: September 10, 2018 through September 9, 2023

Public Performance Management LLC
1875 Connecticut Avenue NW, 10th Floor Washington, DC 20009
(P) 202-735-8899
(F) 202-688-2845
http://www.publicpm.com/

General Services Administration
Management Services Center Acquisition Division Business Size: Small
DUNS: 967171153

Contractor’s Administration Source:
Point of Contract: Shayleen Spencer
Point of Contact Phone: 202-735-8899
Point of Contact Email: shayleen.spencer@publicpm.com

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at http://www.fss.gsa.gov.
<table>
<thead>
<tr>
<th>TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1a. SIN 54151S: Information Technology Professional Services</td>
</tr>
<tr>
<td>SIN OLM: Order-Level Materials (OLM)</td>
</tr>
</tbody>
</table>

| 1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN: See Pricelist attached. |

| 1c. HOURLY RATES (Services Only): Refer to Pricelist |

<table>
<thead>
<tr>
<th>2. MAXIMUM ORDER*:</th>
</tr>
</thead>
<tbody>
<tr>
<td>SINs 54151S and OLM: $500,000</td>
</tr>
</tbody>
</table>

*If the “best value” selection places your order over this Maximum Order identified in this catalog/pricelist, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contractor for a better price. The contractor may (1) offer a new price for this requirement; (2) offer the lowest price available under this contract; or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the Schedule contract in accordance with FAR 8.404

| 3. MINIMUM ORDER: $100 |

| 4. GEOGRAPHIC COVERAGE: The Geographic Scope of Coverage is Domestic Delivery. This is delivery within the 48 contiguous states and Washington, D.C. |

| 5. POINT(S) OF PRODUCTION: 1875 Connecticut Avenue NW, 10th Floor, Washington, DC 20009 |

| 6. DISCOUNT FROM LIST PRICES: Net GSA pricing is listed in the attached pricing table |

| 7. QUANTITY DISCOUNT(S): 2% for all orders over $100,000 |

| 8. PROMPT PAYMENT TERMS: 0%, Net 30 Days |

| 9a. Government purchase cards are accepted at or below the micro-purchase threshold |
| 9b. Government purchase cards are not accepted above the micro-purchase threshold |

| 10. FOREIGN ITEMS: None |

| 11a. TIME OF DELIVERY: As negotiated between Contractor and Ordering Activity |
| 11b. EXPEDITED DELIVERY: As negotiated between Contractor and Ordering Activity |
| 11c. OVERNIGHT AND 2-DAY DELIVERY: As negotiated between Contractor and Ordering Activity |
| 11d. URGENT REQUIREMENTS: Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery |

| 12. FOB POINT: Destination |
13a. **ORDERING ADDRESS:**

Public Performance Management LLC  
1875 Connecticut Avenue NW  
Washington, DC 20009  
P: 202-735-8899  
F: 202-688-2845

13b. **ORDERING PROCEDURES:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in FAR 8.405-3

14. **PAYMENT ADDRESS:**

Public Performance Management LLC  
Attention: Accounts Receivable  
1875 Connecticut Avenue NW  
Washington, DC 20009

15. **WARRANTY PROVISION:** N/A

16. **EXPORT PACKING CHARGES:** N/A

17. **TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE:**  
Accepted at and below the micro-purchase threshold

18. **TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (if applicable).** N/A

19. **TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE):** N/A

20. **TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF AVAILABLE):** N/A

20a. **TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE):** N/A

21. **LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE):** N/A

22. **LIST OF PARTICIPATING DEALERS (IF APPLICABLE):** N/A

23. **PREVENTIVE MAINTENANCE (IF APPLICABLE):** N/A

24a. **SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants):** N/A

24b. **Section 508 Compliance for EIT:** As applicable

25. **DUNS NUMBER:** 967171153

26. **NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE:** Active in SAM. CAGE Code 6AY37
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


7. RESPONSIBILITIES OF THE CONTRACTOR

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Dec 2007) Rights in Data – General, may apply.

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

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

9. INDEPENDENT CONTRACTOR

All IT Professional Services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the ordering activity.
10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

“Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

“Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

11. INVOICES

The Contractor, upon completion of the work ordered, shall submit invoices for IT Professional Services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

12. PAYMENTS

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition As prescribed in 16.601(e)(3), insert the following provision:

(a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.

(b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—

(1) The offeror;
(2) Subcontractors; and/or
(3) Divisions, subsidiaries, or affiliates of the offeror under a common control.
13. **RESUMES**

Resumes shall be provided to the GSA Contracting Officer or the user ordering activity upon request.

14. **INCIDENTAL SUPPORT COSTS**

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering activity in accordance with the guidelines set forth in the FAR.

15. **APPROVAL OF SUBCONTRACTS**

The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

16. **DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING**

a. The Contractor shall provide a description of each type of IT Service offered under Special Item Numbers 54151S IT Professional Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.

b. Pricing for all IT Professional Services shall be in accordance with the Contractor's customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices, minimum general experience and minimum education.

The following is an example of the manner in which the description of a commercial job title should be presented:

**EXAMPLE:** Commercial Job Title: System Engineer

Minimum/General Experience: Three (3) years of technical experience which applies to systems analysis and design techniques for complex computer systems. Requires competence in all phases of systems analysis techniques, concepts and methods; also requires knowledge of available hardware, system software, input/output devices, structure and management practices.

Functional Responsibility: Guides users in formulating requirements, advises alternative approaches, conducts feasibility studies.

Minimum Education: Bachelor's Degree in Computer Science
LABOR CATEGORY DESCRIPTIONS

Labor Category Title: Database Administrator I

Minimum Education/ Certification Level: Bachelor’s Degree

Minimum Years of Experience: 5 years

Functional Responsibilities: Maintains database by identifying and solving database requirements; supporting users. Identifies database requirements by interviewing customers; analyzing department applications, programming, and operations; evaluating existing systems and designing proposed systems. Recommends solutions by defining database physical structure and functional capabilities, database security, data back-up, and recovery specifications.

Labor Category Title: GIS Analyst I

Minimum Education/ Certification Level: Bachelor’s Degree

Minimum Years of Experience: 7 years

Functional Responsibilities: Design, plan and produce geographic information System mapping systems; organizes and administers GIS projects and activities including Global Positioning Data collection, GIS Internet Applications, and database analysis. Requires the incumbent to be able to analyze and interpret demographic data, create detailed maps that convey information simply, and possess a firm understanding of the planning process. The ideal candidate will be able to organize disparate data sets into concise written and graphic reports, integrate the use of other software packages (ArcView, AutoCAD, etc.) into current applications, and provide technical expertise to management and staff. Additional duties may include assisting staff in project and policy development activities, making presentations, and conducting research.

Labor Category Title: Help Desk Support I

Minimum Education/ Certification Level: Bachelor’s Degree, Comptia A+, Comptia Security+

Minimum Years of Experience: 5 years

Functional Responsibilities: Provides support to end users on a variety of issues. Identifies, researches, and resolves technical problems. Responds to telephone calls, email and personnel requests for technical support. Documents, tracks and monitors the problem to ensure a timely resolution. Has knowledge of commonly used concepts, practices, and procedures within a particular field.
**Labor Category Title:** Information Security Specialist III

**Minimum Education/ Certification Level:** Bachelor’s Degree/ CAP, CASP +, CISSP

**Minimum Years of Experience:** 10 years

**Functional Responsibilities:** Protects system by defining access privileges, control structures, and resources. Recognizes problems by identifying abnormalities; reporting violations. Implements security improvements by assessing current situation; evaluating trends; anticipating requirements. Determines security violations and inefficiencies by conducting periodic audits. Upgrades system by implementing and maintaining security controls. Keeps users informed by preparing performance reports; communicating system status.

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**Labor Category Title:** Internet Engineer III

**Minimum Education/ Certification Level:** Bachelor’s Degree/ Network+

**Minimum Years of Experience:** 10 years

**Functional Responsibilities:** An Internet engineer works with a company's current information system, assesses its growing needs and designs and implements new software and applications that will help the company move forward in its market. To do this, the engineer must gain a quick understanding of what the company does, how it markets its product and how it communicates internally. The Internet engineer must have good communication skills. He or she must be able to teach and offer support services to employees; part of this is accurately assessing the technology skills of the work force. Some people find new technology intimidating and the engineer must demonstrate the ability to explain programs with patience and clarity. Some companies may not have the resources available to implement new software or applications. The Internet engineer should also have the skills to manage older systems and streamline existing technology. These engineers must also understand the company's financial capacity and be able to offer money-saving solutions.

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**Labor Category Title:** IT Consultant IV

**Minimum Education/ Certification Level:** Bachelor’s Degree, PMP

**Minimum Years of Experience:** 12 years

**Functional Responsibilities:** Recommends information technology strategies by studying enterprise strategies, plans, assumptions, directions, objectives, and operations. Integrates enterprise information technology by publishing and updating long-term, intermediate, and immediate information technology objectives, plans, schedules, and coordination; establishing standards. Upgrades information technology by expediting implementations; resolving conflicts. Maximizes use of information technology by educating departments in equipment and software capabilities and applications. Provides opinions, concepts, and recommendations by collecting, analyzing, and summarizing data and trends.
**Labor Category Title:** Network Consultant

**Minimum Education/ Certification Level:** Bachelor’s Degree/ Network+

**Minimum Years of Experience:** 10 years

**Functional Responsibilities:** Satisfies customers' network requirements by designing, developing, and installing network solutions. Identifies network requirements by analyzing architectures, applications, programming, and operations involving networks, operating systems, file servers, and equipment (including voice, data, local and wide area networks, and video communications). Designs network operations and resources by translating requirements into hardware/software recommendations; researching alternative solutions; preparing proposals; analyzing cost-effectiveness; presenting concepts and infrastructures to customers. Plans network installation by developing implementation and integration process; setting priorities; preparing instructions and documentation for installation personnel; producing bills of material; staging equipment; developing prototypes. Installs network by monitoring progress; tuning core products; identifying, addressing, and resolving issues; providing status reports to client; coordinating internal resources; documenting actions; satisfying customer inquiries. Manages network performance by conducting capacity planning, network modeling, traffic analysis, forecasting, and provisioning; answering technical inquiries; advising on upgrade and expansion strategies; training customer personnel. Prepares action reports by collecting, analyzing, and summarizing project information. Maintains technical knowledge by understanding state-of-the-art technologies; attending educational workshops; reviewing technical publications. Contributes to team effort by accomplishing related results as needed.

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**Labor Category Title:** Network Engineer III

**Minimum Education/ Certification Level:** Bachelor’s Degree/ Network+

**Minimum Years of Experience:** 10 years

**Functional Responsibilities:** Establishes networking environment by designing system configuration; directing system installation; defining, documenting, and enforcing system standards. Maximizes network performance by monitoring performance; troubleshooting network problems and outages; scheduling upgrades; collaborating with network architects on network optimization. Secures network system by establishing and enforcing policies; defining and monitoring access. Reporting network operational status by gathering, prioritizing information; managing projects.

---

**Labor Category Title:** Network Specialist III

**Minimum Education/ Certification Level:** Bachelor’s Degree/ Network+

**Minimum Years of Experience:** 10 years
**Functional Responsibilities:** Supports communications network technology by installing facilities; maintaining performance. Establishes network performance by installing voice, data, local and wide area networks, communications software, equipment, and network facilities. Maintains network performance by repairing equipment and network software. Optimizes network performance by researching software and equipment. Maintains records by documenting procedures used. Helps prepare reports by collecting information. Maintains quality service by following organization standards. Maintains technical knowledge by attending educational workshops; reviewing publications. Contributes to team effort by accomplishing related results as needed. Maintains internet connectivity by monitoring IP equipment/software, testing access to multiple circuit connections.

**Labor Category Title:** Program Manager II

**Minimum Education/ Certification Level:** Bachelor’s Degree/ PMI PMP

**Minimum Years of Experience:** 7 years

**Functional Responsibilities:** Accomplishes strategic objectives by overseeing multiple project activities. Accomplishes human resource objectives by recruiting, selecting, orienting, training, assigning, scheduling, coaching, counseling, and disciplining employees; communicating job expectations; planning, monitoring, appraising, and reviewing job contributions; planning and reviewing compensation actions; enforcing policies and procedures. Achieves operational objectives by contributing information and recommendations to strategic plans and reviews; preparing and completing action plans; implementing production, productivity, quality, and customer-service standards; resolving problems; completing audits; identifying trends; determining system improvements; implementing change. Meets financial objectives by forecasting requirements; preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions. Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations. Enhances department and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

**Labor Category Title:** Project Manager I

**Minimum Education/ Certification Level:** Bachelor’s Degree/ PMI PMP

**Minimum Years of Experience:** 5 years

**Functional Responsibilities:** Accomplishes project objectives by planning and evaluating project activities. Accomplishes human resource objectives by recruiting, selecting, orienting, training, assigning, scheduling, coaching, counseling, and disciplining employees; communicating job expectations; planning, monitoring, appraising, and reviewing job contributions; planning and reviewing compensation actions; enforcing policies and procedures. Achieves operational objectives by contributing information and recommendations to strategic plans and reviews; preparing and completing action plans; implementing production,
productivity, quality, and customer-service standards; resolving problems; completing audits; identifying trends; determining system improvements; implementing change. Meets financial objectives by forecasting requirements; preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions. Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations. Enhances department and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

**Labor Category Title:** Quality Assurance/ Configuration Analyst III

**Minimum Education/ Certification Level:** Bachelor’s Degree/ Security +, or ISC2 CAP

**Minimum Years of Experience:** 10 years

**Functional Responsibilities:** Evaluates software by planning and executing performance and functional tests. Determines test objectives and standards by studying software requirements; writing test cycle plans, test cases, and test scripts. Meets test objectives by determining testing methods, cycles, phases, and conditions; setting up testing environment and equipment. Identifies software capability and reliability by conducting functional, system, and performance tests. Resolves testing problems by modifying testing methods during tests; conferring with management to revise test objectives and standards. Completes tests by training and directing testers. Maintains testing database by developing defect tracking and regression testing information requirements; designing information system; enters test outcomes; secures data. Reports test outcomes by collecting, analyzing, interpreting, summarizing, and displaying data; recommending software changes. Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies. Maintains test environment by developing test environment; enforcing and complying with procedures, rules, and regulations. Contributes to team effort by accomplishing related results as needed.

**Labor Category Title:** Software Application Programmer II

**Minimum Education/ Certification Level:** Bachelor’s Degree

**Minimum Years of Experience:** 7 years

**Functional Responsibilities:** Confirms project requirements by reviewing program objective, input data, and output requirements with analyst, supervisor, and client. Arranges project requirements in programming sequence by analyzing requirements; preparing a work flow chart and diagram using knowledge of computer capabilities, subject matter, programming language, and logic. Encodes project requirements by converting work flow information into computer language. Programs the computer by entering coded information. Confirms program operation by conducting tests; modifying program sequence and/or codes. Prepares reference for users by writing operating instructions. Maintains historical records by documenting program development and revisions. Maintains client confidence and protects operations by keeping
information confidential. Ensures operation of equipment by following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; evaluating new equipment and techniques. Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies. Contributes to team effort by accomplishing related results as needed.

**Labor Category Title:** Software Engineer III

**Minimum Education/ Certification Level:** Bachelor’s Degree

**Minimum Years of Experience:** 10 years

**Functional Responsibilities:** Arranges project requirements in programming sequence by analyzing requirements; preparing a work flow chart and diagram using knowledge of computer capabilities, subject matter, programming language, and logic. Encodes project requirements by converting work flow information into computer language. Programs the computer by entering coded information. Confirms program operation by conducting tests; modifying program sequence and/or codes. Prepares reference for users by writing operating instructions. Maintains historical records by documenting program development and revisions. Maintains client confidence and protects operations by keeping information confidential. Ensures operation of equipment by following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; evaluating new equipment and techniques.

**Labor Category Title:** Systems Engineer III

**Minimum Education/ Certification Level:** Bachelor’s Degree/ ISC2 CAP, or ISC2 CISSP

**Minimum Years of Experience:** 10 years

**Functional Responsibilities:** Develops information systems by studying operations; designing, developing, and installing software solutions; supports and develops software team. Develops software solutions by studying information needs; conferring with users; studying systems flow, data usage, and work processes; investigating problem areas; following the software development lifecycle. Determines operational feasibility by evaluating analysis, problem definition, requirements, solution development, and proposed solutions. Documents and demonstrates solutions by developing documentation, flowcharts, layouts, diagrams, charts, code comments and clear code. Prepares and installs solutions by determining and designing system specifications, standards, and programming. Improves operations by conducting systems analysis; recommending changes in policies and procedures. Updates job knowledge by studying state-of-the-art development tools, programming techniques, and computing equipment; participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations. Protects operations by keeping information confidential. Provides information by collecting, analyzing, and summarizing development and service issues. Accomplishes engineering and organization mission by completing related results as needed. Supports and develops software engineers by providing advice, coaching and educational opportunities.
# GSA LABOR CATEGORIES AND RATES

The rates shown include the Industrial Funding Fee (IFF) of 0.75%

<table>
<thead>
<tr>
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