Authorized Federal Supply Schedule Price List

Syms Strategic Group, LLC (SSG)
CVE-Verified Service-Disabled Veteran-Owned Small Business (SDVOSB)
Address: 22958 Weybridge Square, Ashburn, VA 20148
Phone Number: (801) 510-5235 / Fax Number: 703-723-7589
CAGE Code: 7R6C5 / DUNS: 080443168
Website URL: http://www.symssg.com

Contract Number: 47QTCA19D002

Contract Administrator: Edward Syms / Email: esyms@symssg.com
Business size: -500+ employees / Currently Employs 10 Personnel

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: GSAAdvantage.gov

Schedule Title: Multiple Award Schedule (MAS)

FSC Group, Part, and Section/Standard Industrial Group:

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FSC Classes/Product codes and/or Service Code:

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For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.

Contract Period: 12/6/2018 through 12/5/2023
Pricing Current through Modification A824 Dated: 9/02/2020
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# General Services Administration

**Authorized Federal Supply Schedule Price List**

**Contract Number: 47QTCA19D002**

## 1a. Table of Awarded Special Item Numbers (SINs) with Appropriate Cross-reference to Item Descriptions and Awarded Prices

### 1a.1 Hourly Rates – SIN 54151S

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1a.2 Hourly Rates – SIN 54151HEAL

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1a.3 Hourly Rates – SIN 541219 and 541611

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1c. Description of All Corresponding Commercial Job Titles, Experience, Functional Responsibility, and Education for those Types of Employees or Subcontractors Who Will Perform Services

1c.1 Labor Category Descriptions – SIN 54151S

Administrative Support Specialist

Minimum/General Experience: At least one year of related experience.

Functional Responsibility: An Administrative Support Specialist is responsible for a variety of duties in the office. An administrative support specialist may oversee scheduling meetings, making travel arrangements, organizing data records, and any other work-related events.

Minimum Minimum Education: Associate's degree in a related field of study. Experience may be substituted for education (two years of experience and a Highschool Diploma/GED for an Associate’s degree).
Business Analyst

Minimum/General Experience: At least two years of related experience.

Functional Responsibility: A Business Analyst uses data provided by cost estimators to create overall cost versus benefit assessment while considering functional benefits, technical performance, risks, and schedule concerns.

Minimum Education: Bachelor’s degree in a related field of study. Experience may be substituted for education (two years of experience and an Associate’s degree, or four years of experience and a Highschool Diploma/GED for a Bachelor’s degree).

Business Analyst, Junior

Minimum/General Experience: At least one year of related experience.

Functional Responsibility: A Junior Business Analyst has experience in the effective use of data provided by cost estimators to create overall cost versus benefit assessment while considering functional benefits, technical performance, risks, and schedule concerns.

Minimum Education: Associate's degree in a related field of study. Experience may be substituted for education (two years of experience and a Highschool Diploma/GED for an Associate’s degree).

Database Administrator, Senior

Minimum/General Experience: At least four years of related experience.

Functional Responsibility: A Senior Database Administrator can create, implement, and manage expansive database administration programs. Has experience in reviewing database performance trends and identifying opportunities for improvement.

Minimum Education: Bachelor’s degree in a related field of study. Experience may be substituted for education (two years of experience and an Associate’s degree, or four years of experience and a Highschool Diploma/GED for a Bachelor’s degree).

Developer

Minimum/General Experience: At least two years of related experience.

Functional Responsibility: A Developer analyzes customer needs and develops overall concept and design objectives. The developer creates software in a variety of programming and for a variety of IT software applications. Provides debugging and correcting errors in computer programs.

Minimum Education: Bachelor’s degree in a related field of study. Experience may be substituted for education (two years of experience and an Associate’s degree, or four years of experience and a Highschool Diploma/GED for a Bachelor’s degree).

Developer – Senior Engineer

Minimum/General Experience: At least four years of related experience.

Functional Responsibility: A Senior Developer Engineer determines operational feasibility by evaluating analysis, problem definition, requirements, solution development, and proposed
solutions. Provides information by collecting, analyzing, and summarizing development and service issues.

**Minimum Education:** Bachelor’s degree in a related field of study. Experience may be substituted for education (two years of experience and an Associate’s degree, or four years of experience and a Highschool Diploma/GED for a Bachelor’s degree).

**Developer Expert**

**Minimum/General Experience:** At least eight years of related experience.

**Functional Responsibility:** An Expert Developer must create software development plans and strategies. Must be have experience in developing and implementing algorithms. Must have experience in database design. Oversee work of developers. Conduct quality control of software development. Conduct proactive risk identification and mitigation of software development process. Must have experience in devising possible solutions to predicted problems, evaluating other options; working as part of a team, which may be established purely for a particular project, to write a specific section of the program; combining all elements of the program design and testing it; testing sample data-sets to check that output from the program works as intended.

**Minimum Education:** Bachelor’s degree in a related field of study. Experience may be substituted for education (two years of experience and an Associate’s degree, or four years of experience and a Highschool Diploma/GED for a Bachelor’s degree).

**Developer, Senior**

**Minimum/General Experience:** At least four years of related experience.

**Functional Responsibility:** A Senior Developer must be able to create logical and functional software code in a variety of languages. Must have experience in understanding and articulating the benefits and risks associated with different coding languages in different functional environments. Must have experience reacting to problems and correcting the program as necessary.

**Minimum Education:** Bachelor’s degree in a related field of study. Experience may be substituted for education (two years of experience and an Associate’s degree, or four years of experience and a Highschool Diploma/GED for a Bachelor’s degree).

**Functional Area Analyst**

**Minimum/General Experience:** At least two years of related experience.

**Functional Responsibility:** The Functional Area Analyst provides the analysis of business, functional, technical, activities, and events. Analyst is responsible for facilitating workshops with clients to gather business needs and explore potential solutions. Lead workshops with business and technical stakeholders to explore business improvements and future innovative opportunities. Analyst is in direct contact with the client at all levels throughout the organization to support the identification of business and IT requirements, validate analysis deliverables before the handover to development and testing teams, support to the development and testing teams and ensure project follow-up, perform root cause analysis of defects raised during testing, and ensure the follow-up of incidents, on-demand work and enhancements raised after the application roll-out.
Minimum Education: Bachelor’s degree in a related field of study. Experience may be substituted for education (two years of experience and an Associate’s degree, or four years of experience and a Highschool Diploma/GED for a Bachelor’s degree).

**Functional Area Expert II**

**Minimum/General Experience:** At least five years of related experience.

**Functional Responsibility:** A Functional Area Expert II must have experience and deep knowledge of business, functional and technical areas/disciplines and be able to conduct research on special areas. Must have experience with proposing new solutions to problems in the areas of their functional expertise. Must be able to work and analyze both independently and as part of a team.

**Minimum Education:** Master’s degree in a related field of study. Experience may be substituted for education (two years of experience and a Bachelor’s degree, or four years of experience and an Associate’s degree).

**Network Administrator, Senior**

**Minimum/General Experience:** At least four years of related experience.

**Functional Responsibility:** A Senior Network Administrator has the skills of the Network Administrator but can work with multiple teams of administrators involving multiple diverse networks at both the enterprise and local level. Has the knowledge to create plans to assure effective management, operations, and maintenance of systems and/or networks. Is cognizant of all agency policies regarding computer access and firewall and network protection technologies and creates the plans to implement.

**Minimum Education:** Bachelor’s degree in a related field of study. Experience may be substituted for education (two years of experience and an Associate’s degree, or four years of experience and a Highschool Diploma/GED for a Bachelor’s degree).

**Network Engineer**

**Minimum/General Experience:** At least two years of related experience.

**Functional Responsibility:** The Network Engineer plans, supports and evaluates complex existing network systems and make recommendations for resources required to maintain and/or expand service levels. This resource will provide highly skilled technical assistance in network planning, engineering, and architecture. Also provides and develops technical standards and interface applications; identifies and evaluates new products; provide solutions for network problems. Interfaces with internal/external customers and vendors to determine system needs. Plans and incorporates how new network resources and applications will exist on the network. Provide monthly metrics for network availability and bandwidth usage as well as other metrics as requested. Responsible for network capacity planning. Use network management tools to discover, map and maintain the network. Responsible for network equipment OS and version upgrades. Responsible for conducting research of new technologies and implementation strategies. Monitor and maintain network interfaces to ensure its highest level of performance and makes modifications and enhancements as needed. Responsible for documenting procedures and keeping network diagrams and related material up to date. Handle escalated user problems, questions, and
request on network issues. Work with other groups within IS to resolve network related issues as needed. Leads and directs work of other Network Engineers.

**Minimum Education:** Bachelor’s degree in a related field of study. Experience may be substituted for education (two years of experience and an Associate’s degree, or four years of experience and a Highschool Diploma/GED for a Bachelor’s degree).

**Program Coordinator**

**Minimum/General Experience:** At least four years of related experience.

**Functional Responsibility:** A Program Coordinator maintains and monitors project plans, project schedules, work hours, budgets, and expenditures. Organizing, attending, and participating in stakeholder meetings. Undertaking project tasks as required.

**Minimum Education:** Bachelor’s degree in a related field of study. Experience may be substituted for education (two years of experience and an Associate’s degree, or four years of experience and a Highschool Diploma/GED for a Bachelor’s degree).

**Program Management Analyst**

**Minimum/General Experience:** At least two years of related experience.

**Functional Responsibility:** The Program Analyst creates, applies, and maintains tools to track program, project, or task performance data, including cost, schedule, and performance data. Creates routine and ad hoc reports. Provides oral and written discussion of analytical findings using narrative and graphic forms.

**Minimum Education:** Bachelor’s degree in a related field of study. Experience may be substituted for education (two years of experience and an Associate’s degree, or four years of experience and a Highschool Diploma/GED for a Bachelor’s degree).

**Project Manager**

**Minimum/General Experience:** At least five years of related experience.

**Functional Responsibility:** A Project Manager manages Information Technology related projects. Utilizes life cycle and project management methodologies. Tracks costs, schedule, and performance progress. Identifies and mitigates risks.

**Minimum Education:** Bachelor’s degree in a related field of study. Experience may be substituted for education (two years of experience and an Associate’s degree, or four years of experience and a Highschool Diploma/GED for a Bachelor’s degree).

**Scrum Master**

**Minimum/General Experience:** At least four years of related experience.

**Functional Responsibility:** A Scrum Master facilitates and guides a software development product owner, team, and organization on how to use Agile/Scrum concepts, values, practices, and principles focusing on improving team effectiveness. Encourages getting work done without coercion, assigning, or dictating the work. Facilitates discussions, decision making, and assists in mediation of conflict resolution. Leads the team and guides them on how to get the most out of
self-organization. Gives support using a servant leadership style whenever possible, leads by example, and demonstrates value-add principles.

**Minimum Education:** Bachelor’s degree in a related field of study. Experience may be substituted for education (two years of experience and an Associate’s degree, or four years of experience and a Highschool Diploma/GED for a Bachelor’s degree).

**Software/System Architect, Expert**

**Minimum/General Experience:** At least eight years of related experience.

**Functional Responsibility:** An Expert Software/System Architect must have extensive experience in the coordination of program and project leaders to identify requirements for system architecture. Must be able to identify strategies for addressing requirements. Must have extensive experience with analysis of requirements against fiscal, schedule, and performance issues. Has extensive experience in taking program requirements and can create an architecture vision having experience in high volume and high availability networks and systems. Experience in creating and conveying to team members the architectural vision for a program or project. Is responsible for dictating design choices to software developers, including but not limited to platforms, coding and technical levels. Experience in establishing and enforcing standards and practices. Overseeing the development team, he manages the full life cycle of the software development process. Has extensive software development experience and thorough knowledge of a variety of programming languages and logic.

**Minimum Education:** Bachelor’s degree in a related field of study. Experience may be substituted for education (two years of experience and an Associate’s degree, or four years of experience and a Highschool Diploma/GED for a Bachelor’s degree).

**Subject Matter Expert I**

**Minimum/General Experience:** At least two years of related experience.

**Functional Responsibility:** A Subject Matter Expert I utilizes significant knowledge and experience associated with the specific area of expertise. SME is responsible for working with customers and stakeholders to provide analysis and present system implementation or operational options. May be called upon to provide detailed research in the area of expertise.

**Minimum Education:** Bachelor’s degree in a related field of study. Experience may be substituted for education (two years of experience and an Associate’s degree, or four years of experience and a Highschool Diploma/GED for a Bachelor’s degree).

**Subject Matter Expert II**

**Minimum/General Experience:** At least five years of related experience.

**Functional Responsibility:** A Subject Matter Expert II utilizes significant knowledge and experience associated with the specific area of expertise. SME is responsible for working with customers and stakeholders to provide analysis and present system implementation or operational options. May be called upon to provide detailed research in the area of expertise.
Minimum Education: Bachelor’s degree in a related field of study. Experience may be substituted for education (two years of experience and an Associate’s degree, or four years of experience and a Highschool Diploma/GED for a Bachelor’s degree).

Subject Matter Expert III

Minimum/General Experience: At least seven years of related experience.

Functional Responsibility: A Subject Matter Expert III analyzes activities of a business and makes recommendations pertaining to projects. Also illustrates the alignment between strategic goals and key business decisions regarding products and services; partners and suppliers; organization; capabilities; and key business and IT initiatives.

Minimum Education: Master’s degree in a related field of study. Experience may be substituted for education (two years of experience and a Bachelor’s degree, or four years of experience and an Associate’s degree).

Subject Matter Expert IV

Minimum/General Experience: At least nine years of related experience.

Functional Responsibility: A Subject Matter Expert IV provides high level, functional subject matter expertise in manpower management, workforce planning, and related database design requirements. Defines and translates customer requirements to meet customer’s organizational needs. Interfaces, confers, and advises directly with senior leadership, and Directorate-level manpower liaisons.

Minimum Education: Master’s degree in a related field of study. Experience may be substituted for education (two years of experience and a Bachelor’s degree, or four years of experience and an Associate’s degree).

System Administrator

Minimum/General Experience: At least two years of related experience.

Functional Responsibility: A System Administrator must have experience in conducting routine system administration tasks and logging data in system admin logs. Systems administrators are responsible for maintaining system efficiency. Experience in maintaining troubleshooting a wide variety of systems and networks to include high volume/high availability systems. Must have knowledge on a variety of debugging protocols and processes. Must be able to troubleshoot problems and issues identified by customers and implement corrective actions quickly.

Minimum Education: Bachelor’s degree in a related field of study. Experience may be substituted for education (two years of experience and an Associate’s degree, or four years of experience and a Highschool Diploma/GED for a Bachelor’s degree).

Systems Engineer, Senior

Minimum/General Experience: At least four years of related experience.

Functional Responsibility: A Senior Systems Engineer provides technical support in system architecture, system design, system integration and technical management. Assists in providing technical input to the systems engineering process. Leads teams in developing application and
technical plans. Guide customers in the installation and use of strategic products through education and guidance, first-use and tuning assistance problem solving and critical situation resolution.

Minimum Education: Bachelor’s degree in a related field of study. Experience may be substituted for education (two years of experience and an Associate’s degree, or four years of experience and a Highschool Diploma/GED for a Bachelor’s degree).

Technical Support Specialist

Minimum/General Experience: At least one year of related experience.

Functional Responsibility: A Technical Support Specialist provide technical support, advice, and assistance to consumers and businesses with technical, hardware, and software system problems. Specialists may work on site to modify, install, clean, and repair computer software and hardware.

Minimum Education: Associate's degree in a related field of study. Experience may be substituted for education (two years of experience and a Highschool Diploma/GED for an Associate’s degree).

Technical Writer, Senior

Minimum/General Experience: At least four years of related experience.

Functional Responsibility: A Senior Technical Writer must have experience in editing narrative and graphic products to identify and correct grammatical formatting and logic errors and to identify logical inconsistencies that will require author attention. Must have experience in the application a variety of word processing, spreadsheet, graphics, and scheduling tools. Must have experience in meeting with authors and other team representatives to review documents, compile inputs/corrections, resolve incompatible comments, and provide final publishable documentation. Must have experience in explaining in simple language scientific and technical ideas that are difficult for the average reader to understand.

Minimum Education: Bachelor’s degree in a related field of study. Experience may be substituted for education (two years of experience and an Associate’s degree, or four years of experience and a Highschool Diploma/GED for a Bachelor’s degree).

Test Engineer, Senior

Minimum/General Experience: At least four years of related experience.

Functional Responsibility: A Senior Test Engineer must have experience working with developers, end users and organizations to create test plans and test scripts. Coordinate with test sites and other team participants to plan test events. experience in creating reports. Tracks problems and reports on errors that are identified. Must have experience with configuring necessary hardware and operating environments as needed to complete assigned testing. Must have comprehensive technical expertise on IT products, operating systems, software, hardware, systems and networks and specialized environments. Must have experience in writing or assisting in the development of test plans and test procedures. Must manage the defect database under the guidance of senior QA engineers.
Minimum Education: Bachelor’s degree in a related field of study. Experience may be substituted for education (two years of experience and an Associate’s degree, or four years of experience and a Highschool Diploma/GED for a Bachelor’s degree).

Testing Analyst

Minimum/General Experience: At least two years of related experience.

Functional Responsibility: A Testing Analyst identifies and defines the required tests, monitoring the test coverage and evaluating the overall quality experienced when testing the targeted test items, gather and manage the test data while evaluating the outcome of each test cycle.

Minimum Education: Bachelor’s degree in a related field of study. Experience may be substituted for education (two years of experience and an Associate’s degree, or four years of experience and a Highschool Diploma/GED for a Bachelor’s degree).

Testing Analyst, Junior

Minimum/General Experience: At least one year of related experience.

Functional Responsibility: A Junior Testing Analyst identifies and defines the required tests, monitoring the test coverage and evaluating the overall quality experienced when testing the targeted test items, gather and manage the test data while evaluating the outcome of each test cycle.

Minimum Education: Bachelor’s degree in a related field of study. Experience may be substituted for education (two years of experience and an Associate’s degree, or four years of experience and a Highschool Diploma/GED for a Bachelor’s degree).

Training Specialist

Minimum/General Experience: At least two years of related experience.

Functional Responsibility: A Training Specialist develops, organize, conduct, and evaluate training program. Creates teaching materials, teach skills such as computer applications, phone systems, product assembly, policies and procedures, and inventory planning.

Minimum Education: Bachelor’s degree in a related field of study. Experience may be substituted for education (two years of experience and an Associate’s degree, or four years of experience and a Highschool Diploma/GED for a Bachelor’s degree).

1c.2 Labor Category Descriptions – SIN 54151HEAL

Health IT Administrative Support Specialist

Minimum/General Experience: At least one year of related experience.

Functional Responsibility: A Health IT Administrative Support Specialist is responsible for a variety of duties in the office. An administrative support specialist may be in charge of scheduling clinical meetings, making travel arrangements, organizing health data records and any other work-related events.

Minimum Education: Associate's degree in a related field of study. Experience may be substituted for education (two years of experience and a Highschool Diploma/GED for an Associate’s degree).
Health IT Business Analyst

Minimum/General Experience: At least two years of related experience.

Functional Responsibility: A Health IT Business Analyst Uses clinical data provided by cost estimators to create overall cost versus benefit assessment while considering functional benefits, technical performance, risks, and schedule concerns.

Minimum Education: Bachelor’s degree in a related field of study. Experience may be substituted for education (two years of experience and an Associate’s degree, or four years of experience and a Highschool Diploma/GED for a Bachelor’s degree).

Health IT Business Analyst, Junior

Minimum/General Experience: At least one year of related experience.

Functional Responsibility: A Health IT Junior Business Analyst Uses clinical data provided by cost estimators to create overall cost versus benefit assessment while considering functional benefits, technical performance, risks, and schedule concerns.

Minimum Education: Associate's degree in a related field of study. Experience may be substituted for education (two years of experience and a Highschool Diploma/GED for an Associate’s degree).

Health IT Database Administrator, Senior

Minimum/General Experience: At least four years of related experience.

Functional Responsibility: A Health IT Senior Database Administrator creates, implements, and manages expansive medical database administration programs. Reviews health care database performance trends and identifying opportunities for improvement.

Minimum Education: Bachelor’s degree in a related field of study. Experience may be substituted for education (two years of experience and an Associate’s degree, or four years of experience and a Highschool Diploma/GED for a Bachelor’s degree).

Health IT Developer

Minimum/General Experience: At least two years of related experience.

Functional Responsibility: A Health IT Developer analyzes customer needs and develops overall concept and design objectives. The developer creates clinical software in a variety of programming and for a variety of IT clinical software applications in the. Debugs and corrects errors in computer programs.

Minimum Education: Bachelor’s degree in a related field of study. Experience may be substituted for education (two years of experience and an Associate’s degree, or four years of experience and a Highschool Diploma/GED for a Bachelor’s degree).

Health IT Developer – Senior Engineer

Minimum/General Experience: At least four years of related experience.

Functional Responsibility: A Health IT Senior Developer Engineer determines operational feasibility by evaluating analysis, problem definition, requirements, solution development, and
proposed clinical and health solutions. Provides information by collecting, analyzing, and summarizing development and service issues.

**Minimum Education:** Bachelor’s degree in a related field of study. Experience may be substituted for education (two years of experience and an Associate’s degree, or four years of experience and a Highschool Diploma/GED for a Bachelor’s degree).

### Health IT Developer Expert

**Minimum/General Experience:** At least eight years of related experience.

**Functional Responsibility:** A Health IT Expert Developer creates medical software development plans and strategies. Develops and implements algorithms. Provides database design. Oversees work of developers. Conducts quality control of medical software development. Conducts proactive risk identification and mitigation of medical software development process. Devises possible solutions to predicted problems, evaluating other options; working as part of a team, which may be established purely for a particular project, to write a specific section of the program; combining all elements of the program design and testing it; testing sample data-sets to check that output from the program works as intended.

**Minimum Education:** Bachelor’s degree in a related field of study. Experience may be substituted for education (two years of experience and an Associate’s degree, or four years of experience and a Highschool Diploma/GED for a Bachelor’s degree).

### Health IT Developer, Senior

**Minimum/General Experience:** At least four years of related experience.

**Functional Responsibility:** A Health IT Senior Developer creates medical software development plans and strategies. Develops and implements algorithms. Provides database design. Oversees work of developers. Conducts quality control of medical software development. Conducts proactive risk identification and mitigation of medical software development process. Devises possible solutions to predicted problems, evaluating other options; working as part of a team, which may be established purely for a particular project, to write a specific section of the program; combining all elements of the program design and testing it; testing sample data-sets to check that output from the program works as intended.

**Minimum Education:** Bachelor’s degree in a related field of study. Experience may be substituted for education (two years of experience and an Associate’s degree, or four years of experience and a Highschool Diploma/GED for a Bachelor’s degree).

### Health IT Functional Area Analyst

**Minimum/General Experience:** At least two years of related experience.

**Functional Responsibility:** A Health IT Functional Area Analyst Mid provides the analysis of business, functional, technical, activities, and events. Analyst is responsible for facilitating workshops with clients to gather business needs and explore potential solutions. Lead workshops with business and technical stakeholders to explore business improvements and future innovative opportunities. Analyst is in direct contact with the client at all levels throughout the organization to support the identification of business and IT requirements, validate analysis deliverables before
the handover to development and testing teams, support to the development and testing teams and ensure project follow-up, perform root cause analysis of defects raised during testing, and ensure the follow-up of incidents, on-demand work and enhancements raised after the application rollout.

**Minimum Education:** Bachelor’s degree in a related field of study. Experience may be substituted for education (two years of experience and an Associate’s degree, or four years of experience and a Highschool Diploma/GED for a Bachelor’s degree).

**Health IT Functional Area Expert II**

**Minimum/General Experience:** At least five years of related experience.

**Functional Responsibility:** A Health IT Functional Area Expert II collaborates with team members to create business process models and information models such as use cases, data flow diagrams, and entity relations diagrams. Acts as a SME for the tools and applications used and supported by enterprise development and matches the capabilities related to healthcare interoperability. Supports a wide range of Health IT services and areas, including connected health, electronic health records, health information exchanges, health analytics, personal health information management, innovative Health IT solutions, health informatics, emerging Health IT research, and other IT services. Creates and executes test plans to ensure the accuracy, integrity, and usability of health enterprise applications. Participates in creating business/technology visions that promote operational change and participates in the evaluation and selection process for business solutions.

**Minimum Education:** Master’s degree in a related field of study. Experience may be substituted for education (two years of experience and a Bachelor’s degree, or four years of experience and an Associate’s degree).

**Health IT Network Administrator, Senior**

**Minimum/General Experience:** At least four years of related experience.

**Functional Responsibility:** A Health IT Senior Network Administrator has the skills of the Network Administrator but can work with multiple teams of administrators involving multiple diverse networks at both the enterprise and local level. Has the knowledge to create plans to assure effective management, operations, and maintenance of clinical systems and/or networks. Is cognizant of all agency policies regarding computer access and firewall and network protection technologies and creates the plans to implement.

**Minimum Education:** Bachelor’s degree in a related field of study. Experience may be substituted for education (two years of experience and an Associate’s degree, or four years of experience and a Highschool Diploma/GED for a Bachelor’s degree).

**Health IT Network Engineer**

**Minimum/General Experience:** At least two years of related experience.

**Functional Responsibility:** A Health IT Network Engineer plans, supports and evaluates complex existing network systems and make recommendations for resources required to maintain and/or expand service levels in health-related programs. This resource will provide highly skilled
technical assistance in network planning, engineering, and architecture. Also provides and develops technical standards and interface applications; identifies and evaluates new products; provide solutions for network problems. Interfaces with internal/external customers and vendors to determine system needs. Plans and incorporates how new network resources and applications will exist on the network. Provide monthly metrics for network availability and bandwidth usage as well as other metrics as requested. Responsible for network capacity planning. Use network management tools to discover, map and maintain the network. Responsible for network equipment OS and version upgrades. Responsible for conducting research of new technologies and implementation strategies. Monitor and maintain network interfaces to ensure its highest level of performance and makes modifications and enhancements as needed. Responsible for documenting procedures and keeping network diagrams and related material up to date. Handle escalated user problems, questions, and request on network issues. Work with other groups within IS to resolve network related issues as needed. Leads and directs work of other Network Engineers.

**Minimum Education:** Bachelor’s degree in a related field of study. Experience may be substituted for education (two years of experience and an Associate’s degree, or four years of experience and a Highschool Diploma/GED for a Bachelor’s degree).

**Health IT Program Coordinator**

**Minimum/General Experience:** At least four years of related experience.

**Functional Responsibility:** A Health IT Program Coordinator maintains and monitors health-related project plans, project schedules, work hours, budgets, and expenditures. Organizing, attending, and participating in stakeholder meetings, undertaking project tasks as required.

**Minimum Education:** Bachelor’s degree in a related field of study. Experience may be substituted for education (two years of experience and an Associate’s degree, or four years of experience and a Highschool Diploma/GED for a Bachelor’s degree).

**Health IT Program Management Analyst**

**Minimum/General Experience:** At least two years of related experience.

**Functional Responsibility:** A Health IT Program Analyst utilizes experience in health-related programs in creating, applying, and maintaining tools to track program, project, or task performance data, including cost, schedule, and performance data. Creates routine and ad hoc reports. Provides oral and written discussion of analytical findings using narrative and graphic forms.

**Minimum Education:** Bachelor’s degree in a related field of study. Experience may be substituted for education (two years of experience and an Associate’s degree, or four years of experience and a Highschool Diploma/GED for a Bachelor’s degree).

**Health IT Project Manager**

**Minimum/General Experience:** At least five years of related experience.

**Functional Responsibility:** A Health IT Project Manager is responsible for planning and execution of the full software development lifecycle for application development, telehealth, and
health IT enterprise projects. Manages health IT projects utilizing the Agile methodology; project planning, risk assessment, resource management, and estimating and monitoring cost.

Identifies cost, schedule, quality, and performance impacts. Organizes, plans, and prioritizes the team’s work tasks. Communicates and collaborates across organizational boundaries, including stakeholders across the Community, assessing customer requirements, identifying dependencies and gaps, and developing responsive project plans.

**Minimum Education:** Bachelor’s degree in a related field of study. Experience may be substituted for education (two years of experience and an Associate’s degree, or four years of experience and a Highschool Diploma/GED for a Bachelor’s degree).

### Health IT Scrum Master

**Minimum/General Experience:** At least four years of related experience.

**Functional Responsibility:** A Health IT Scrum Master focused on health-related programs facilitating and guiding a software development product owner, team, and organization on how to use Agile/Scrum concepts, values, practices, and principles focusing on improving team effectiveness. Encourages getting work done without coercion, assigning, or dictating the work. Facilitates discussions and decision making and assists in mediation of conflict resolution. Leads the team and guides them on how to get the most out of self-organization. Gives support using a servant leadership style whenever possible, leads by example, and demonstrates value-add principles.

**Minimum Education:** Bachelor’s degree in a related field of study. Experience may be substituted for education (two years of experience and an Associate’s degree, or four years of experience and a Highschool Diploma/GED for a Bachelor’s degree).

### Health IT Software/System Architect, Expert

**Minimum/General Experience:** At least eight years of related experience.

**Functional Responsibility:** A Health IT Expert Software/System Architect must have extensive experience in the coordination of program and project leaders to identify requirements for system architecture for clinicians and hospitals. Must be able to identify strategies for addressing requirements. Must have extensive experience with analysis of clinical requirements against fiscal, schedule, and performance issues. Has extensive experience in taking program requirements and is able to create an architecture vision having experience in high volume and high availability networks and systems. Experience in creating and conveying to team members the architectural vision for a program or project. Is responsible for dictating design choices to software developers, including but not limited to: platforms, coding and technical levels.

Experience in establishing and enforcing standards and practices. Overseeing the development team, he manages the full life cycle of the software development process. Has extensive software development experience and thorough knowledge of a variety of programming languages and logic.

**Minimum Education:** Bachelor’s degree in a related field of study. Experience may be substituted for education (two years of experience and an Associate’s degree, or four years of experience and a Highschool Diploma/GED for a Bachelor’s degree).
Health IT Subject Matter Expert I

Minimum/General Experience: At least two years of related experience.

Functional Responsibility: A Health IT Subject Matter Expert I utilizes significant knowledge and experience associated with the clinical and health specific area of expertise. SME is responsible for working with patients, physicians, stakeholders to provide analysis and present system implementation or operational options. May be called upon to provide detailed research in the area of expertise.

Minimum Education: Bachelor’s degree in a related field of study. Experience may be substituted for education (two years of experience and an Associate’s degree, or four years of experience and a Highschool Diploma/GED for a Bachelor’s degree).

Health IT Subject Matter Expert II

Minimum/General Experience: At least five years of related experience.

Functional Responsibility: A Health IT Subject Matter Expert II utilizes significant knowledge and experience associated with the clinical and health specific area of expertise. SME is responsible for working with patients, physicians, stakeholders to provide analysis and present system implementation or operational options. May be called upon to provide detailed research in the area of expertise.

Minimum Education: Bachelor’s degree in a related field of study. Experience may be substituted for education (two years of experience and an Associate’s degree, or four years of experience and a Highschool Diploma/GED for a Bachelor’s degree).

Health IT Subject Matter Expert III

Minimum/General Experience: At least seven years of related experience.

Functional Responsibility: A Health IT Subject Matter Expert III analyzes activities of a clinic or hospital and makes recommendations pertaining to projects. Also illustrates the alignment between strategic goals and key decisions regarding products and services; partners and suppliers; organization; capabilities; and key IT initiatives.

Minimum Education: Master’s degree in a related field of study. Experience may be substituted for education (two years of experience and a Bachelor’s degree, or four years of experience and an Associate’s degree).

Health IT Subject Matter Expert IV

Minimum/General Experience: At least nine years of related experience.

Functional Responsibility: A Health IT Subject Matter Expert IV provides high-level, functional subject matter expertise in clinical management, workforce planning, and related database design requirements. Defines and translates patients’ requirements to meet clinical and hospital needs. Interfaces, confers, and advises directly with senior leadership, and Directorate-level manpower liaisons.
Minimum Education: Master’s degree in a related field of study. Experience may be substituted for education (two years of experience and a Bachelor’s degree, or four years of experience and an Associate’s degree).

Health IT System Administrator

Minimum/General Experience: At least two years of related experience.

Functional Responsibility: A Health IT System Administrator must have experience in conducting routine system administration tasks and logging clinical data in system admin logs. Systems administrators are responsible for maintaining system efficiency. Experience in maintaining troubleshooting a wide variety of health IT systems and networks to include high volume/high availability systems. Must have knowledge on a number of debugging protocols and processes. Must be able to troubleshoot problems and issues identified by customers and implement corrective actions quickly.

Minimum Education: Bachelor’s degree in a related field of study. Experience may be substituted for education (two years of experience and an Associate’s degree, or four years of experience and a Highschool Diploma/GED for a Bachelor’s degree).

Health IT Systems Engineer, Senior

Minimum/General Experience: At least four years of related experience.

Functional Responsibility: A Health IT Senior Systems Engineer provides technical support in system architecture, system design, system integration and technical management. Assists in providing technical input to the health IT systems engineering process. Leads teams in developing application and technical plans. Guide customers in the installation and use of strategic products through education and guidance, first-use and tuning assistance problem solving and critical situation resolution.

Minimum Education: Bachelor’s degree in a related field of study. Experience may be substituted for education (two years of experience and an Associate’s degree, or four years of experience and a Highschool Diploma/GED for a Bachelor’s degree).

Health IT Technical Support Specialist

Minimum/General Experience: At least one year of related experience.

Functional Responsibility: A Health IT Technical Support Specialist provide technical support, advice, and assistance to patients and clinics with technical, hardware, and software system problems. Specialists may work on site to modify, install, clean, and repair computer software and hardware.

Minimum Education: Associate's degree in a related field of study. Experience may be substituted for education (two years of experience and a Highschool Diploma/GED for an Associate’s degree).
Health IT Technical Writer, Senior

**Minimum/General Experience:** At least four years of related experience.

**Functional Responsibility:** A Health IT Senior Technical Writer must have experience in editing health and clinical related narrative and graphic products to identify and correct grammatical formatting and logic errors and to identify logical inconsistencies that will require author attention. Must have experience in the application a variety of word processing, spreadsheet, graphics, and scheduling tools. Must have experience in meeting with authors and other team representatives to review documents, compile inputs/corrections, resolve incompatible comments, and provide final publishable documentation. Must have experience in explaining in simple language scientific and technical ideas that are difficult for the average reader to understand.

**Minimum Education:** Bachelor’s degree in a related field of study. Experience may be substituted for education (two years of experience and an Associate’s degree, or four years of experience and a Highschool Diploma/GED for a Bachelor’s degree).

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Health IT Test Engineer, Senior

**Minimum/General Experience:** At least four years of related experience.

**Functional Responsibility:** A Health IT Senior Test Engineer utilizes health-related experience working with developers, end users and organizations to create test plans and test scripts. Coordinate with test sites and other team participants to plan test events. Experience in creating reports. Tracks problems and reports on errors that are identified. Configures necessary hardware and operating environments as needed to complete assigned testing.

Uses comprehensive technical expertise on IT products, operating systems, software, hardware, systems and networks and specialized environments. Provides writing or assisting in the development of test plans and test procedures. Manages the defect database under the guidance of senior QA engineers.

**Minimum Education:** Bachelor’s degree in a related field of study. Experience may be substituted for education (two years of experience and an Associate’s degree, or four years of experience and a Highschool Diploma/GED for a Bachelor’s degree).

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Health IT Testing Analyst

**Minimum/General Experience:** At least two years of related experience.

**Functional Responsibility:** A Health IT Test Analyst identifies and defines the required tests, monitoring the test coverage and evaluating the overall quality experienced when testing the clinical software and hardware, gather and manage the test health data while evaluating the outcome of each test cycle.

**Minimum Education:** Bachelor’s degree in a related field of study. Experience may be substituted for education (two years of experience and an Associate’s degree, or four years of experience and a Highschool Diploma/GED for a Bachelor’s degree).
Health IT Testing Analyst, Junior

Minimum/General Experience: At least one year of related experience.

Functional Responsibility: A Health IT Junior Test Analyst identifies and defines the required tests, monitoring the test coverage and evaluating the overall quality experienced when testing the clinical software and hardware, gather and manage the test health data while evaluating the outcome of each test cycle.

Minimum Education: Bachelor’s degree in a related field of study. Experience may be substituted for education (two years of experience and an Associate’s degree, or four years of experience and a Highschool Diploma/GED for a Bachelor’s degree).

Health IT Training Specialist

Minimum/General Experience: At least two years of related experience.

Functional Responsibility: A Health IT Training Specialist develops, organize, conduct, and evaluate clinical training program. Creates teaching materials, teach skills such as health computer applications, phone systems, product assembly, policies and procedures, and inventory planning.

Minimum Education: Bachelor’s degree in a related field of study. Experience may be substituted for education (two years of experience and an Associate’s degree, or four years of experience and a Highschool Diploma/GED for a Bachelor’s degree).

1c.3 Labor Category Descriptions – SINs 541219 and 541611

Acquisition Support Specialist II

Minimum/General Experience: At least three years of related experience.

Functional Responsibility: Supports and assists in essentially all non-inherently governmental areas of Federal Acquisition Regulation (FAR) based Federal procurement in which advanced or complex knowledge and expertise is required. Assembles or reviews new pre-procurement packages. Actively participates in Integrated Solutions Teams. Researches/assemble support documentation. Makes quality recommendations to the Contracting Officer and validates data. Assesses financial and contractual issues while documenting findings. Provides input to reports and assembled documents needed to advertise, solicit, construct, administer and/or closeout Government contract vehicles.

Minimum Education: Bachelor’s degree in a related field of study. Experience may be substituted for education (two years of experience and an Associate’s degree, or four years of experience and a Highschool Diploma/GED for a Bachelor’s degree).

Business Analyst I

Minimum/General Experience: At least one year of related experience.

Functional Responsibility: Assigns resources and enables rapid resolution of day-to-day service delivery issues. Develops project plans and creates support documentation. Tracks and reports progress, and coordinates with stakeholders. Tracks development efforts within a collaborative environment. Works with clients and other team members to review, assess, and prioritize. Performs tasks such as collection, analysis, and reporting of performance data. Provides inputs...
into monthly status reports covering performance metrics, project status, and outstanding issues and concerns.

**Minimum Education:** Associates degree in a related field of study. Experience may be substituted for education (two years of experience for an Associate’s degree).

**Business Analyst II**

**Minimum/General Experience:** At least three years of related experience.

**Functional Responsibility:** Assigns resources and enables rapid resolution of day-to-day service delivery issues. Develops project plans and creates support documentation. Tracks and reports progress, and coordinates with stakeholders. Tracks development efforts within a collaborative environment. Works with clients and other team members to review, assess, and prioritize. Performs tasks such as collection, analysis, and reporting of performance data. Provides inputs into monthly status reports covering performance metrics, project status, and outstanding issues and concerns. Effectively uses data provided by cost estimators to create overall cost versus benefit assessments while considering functional benefits, technical performance, risks, and schedule concerns.

**Minimum Education:** Bachelor’s degree in a related field of study. Experience may be substituted for education (two years of experience and an Associate’s degree, or four years of experience and a Highschool Diploma/GED for a Bachelor’s degree).

**Business Subject Matter Expert I**

**Minimum/General Experience:** At least five years of related experience.

**Functional Responsibility:** Provides expert advice and assistance in support of an agency’s mission-oriented business functions including research, analysis, and strategy formation. Identifies potential problems and recommends solutions through the application of analytical principles. Works with functional specialists, automation specialists, contractors, and vendors to effectively translate the client’s requirements into an automated application.

**Minimum Education:** Bachelor’s degree in a related field of study. Experience may be substituted for education (two years of experience and an Associate’s degree, or four years of experience and a Highschool Diploma/GED for a Bachelor’s degree).

**Business Subject Matter Expert III**

**Minimum/General Experience:** At least ten years of related experience.

**Functional Responsibility:** Provides expert advice and assistance in support of an agency’s complex mission-oriented business functions including research, analysis, and strategy formation. Identifies potential problems and recommended solutions through the application of analytical principles. Works with functional specialists, automation specialists, contractors, and vendors to effectively translate the client’s requirements into an automated application. Conducts data validation and analysis. Documents finding and recommendations in accordance with reporting requirements and briefs stakeholders. Engages client senior leadership.
Minimum Education: Bachelor’s degree in a related field of study. Experience may be substituted for education (two years of experience and an Associate’s degree, or four years of experience and a Highschool Diploma/GED for a Bachelor’s degree).

Consultant II

Minimum/General Experience: At least Four years of related experience.

Functional Responsibility: Provides task-unique expertise in support of contract requirements. Technically knowledgeable about contract requirements. Assists with analysis, evaluation, and implementation of tasks.

Minimum Education: Bachelor’s degree in a related field of study. Experience may be substituted for education (two years of experience and an Associate’s degree, or four years of experience and a Highschool Diploma/GED for a Bachelor’s degree).

Consultant IV

Minimum/General Experience: At least eight years of related experience.

Functional Responsibility: Coordinates and provides task-unique functional expertise. Has unique technical knowledge relevant to contract requirements. Manages analysis, evaluation, and implementation of tasks.

Minimum Education: Bachelor’s degree in a related field of study. Experience may be substituted for education (two years of experience and an Associate’s degree, or four years of experience and a Highschool Diploma/GED for a Bachelor’s degree).

Executive Strategy Consultant I

Minimum/General Experience: At least five years of related experience.

Functional Responsibility: Generates key hypotheses and identifies data requirements. Gathers and leverages required facts and information. Develops integrated conclusions and insights. Implements actions in support of defined agenda and project objectives. Documents sources and assumptions while communicating linkages of work modules to the larger assignment objectives.

Minimum Education: Bachelor’s degree in a related field of study. Experience may be substituted for education (two years of experience and an Associate’s degree, or four years of experience and a Highschool Diploma/GED for a Bachelor’s degree).

Financial Analyst

Minimum/General Experience: At least two years of related experience.

Functional Responsibility: Analyzes an organization's accounting and financial records to determine budgetary/financial resources required. Plans, analyzes, and prepares the organization's budget activities according to previous budget figures and estimated revenue. Makes recommendations for budget allocations to ensure conformance to budgetary limits. Reports on financial performance and prepares for regular leadership reviews. Analyzes past results, performs variance analysis, identifies trends, and makes recommendations for improvements. Evaluates financial performance by comparing and analyzing actual results with plans and forecasts. Guides
the cost analysis process by establishing and enforcing policies and procedures. Provides analysis of trends and forecasts and recommended actions for optimization.

**Minimum Education:** Bachelor’s degree in a related field of study. Experience may be substituted for education (two years of experience and an Associate’s degree, or four years of experience and a Highschool Diploma/GED for a Bachelor’s degree).

**Management Consultant II**

**Minimum/General Experience:** At least Four years of related experience.

**Functional Responsibility:** Develops solutions and recommendations across multiple tasks and organizations. Supports the development of solutions to address an organization’s challenges. Supports project objectives and helped assess the impact of industry trends, policy, or standard methodologies. Provides management and strategy consulting, including research, analysis, business policy and strategy formulation.

**Minimum Education:** Bachelor’s degree in a related field of study. Experience may be substituted for education (two years of experience and an Associate’s degree, or four years of experience and a Highschool Diploma/GED for a Bachelor’s degree).

**Management Consultant IV**

**Minimum/General Experience:** At least eight years of related experience.

**Functional Responsibility:** Senior expert with demonstrated knowledge, and extensive experience in the development of solutions, recommendations, and outcomes across multiple complex tasks in multiple organizations. Defines project objectives and strategic direction. Responsible for providing leadership and vision to client and project teams and serves as a key facilitator between multiple teams to achieve objectives of complex efforts. Provides expert advice and assistance in support of an agency’s mission-oriented business functions including management and strategy consulting, business policy assistance, data validation, and complex analysis.

**Minimum Education:** Bachelor’s degree in a related field of study. Experience may be substituted for education (two years of experience and an Associate’s degree, or four years of experience and a Highschool Diploma/GED for a Bachelor’s degree).

**Program Manager I**

**Minimum/General Experience:** At least three years of related experience.

**Functional Responsibility:** Performs day-to-day management of overall contract support operations, involving multiple projects and groups of personnel at multiple locations. Organizes, directs, and coordinates the planning and production of all contract support activities. Establishes and alters (as necessary), corporate management structure to direct effective contract support activities. Maintains and manages the client interface at the senior levels of the client organization. Provides strategic and management consulting relating to decision support services.

**Minimum Education:** Bachelor’s degree in a related field of study. Experience may be substituted for education (two years of experience and an Associate’s degree, or four years of experience and a Highschool Diploma/GED for a Bachelor’s degree).
**Project Analyst**

**Minimum/General Experience:** At least one year of related experience.

**Functional Responsibility:** Creates, applies, and maintains tools to track program, project, or task performance data, including cost, schedule, and performance data. Creates both routine and ad hoc reports. Provides oral and written discussion of analytical findings using narrative and graphic forms. Provides administrative support services to carry out program objectives.

**Minimum Education:** Associate's degree in a related field of study. Experience may be substituted for education (two years of experience and a Highschool Diploma/GED for an Associate’s degree).

**Project Manager II**

**Minimum/General Experience:** At least five years of related experience.

**Functional Responsibility:** Manages project tasks and assures the quality of team member performance and deliverables. Provides operational and business support services to carry out program objectives. Oversees, coordinates, and integrates business improvement and enterprise transformation projects. Assists the customer in determining schedules, in reviewing deliverables, and in participating in project reviews. Implements process improvement strategies for complex projects and business analysis techniques. Utilizes sophisticated consulting strategies and techniques, functional area test practices, and systems approaches to integrating total solutions.

**Minimum Education:** Bachelor’s degree in a related field of study. Experience may be substituted for education (two years of experience and an Associate’s degree, or four years of experience and a Highschool Diploma/GED for a Bachelor’s degree).

**Quality Assurance Manager I**

**Minimum/General Experience:** At least one year of related experience.

**Functional Responsibility:** Creates and implements detailed plans and strategies to ensure overall quality of all products, services, and systems. Resolves project or program release problems and take corrective action to resolve issues and achieve results. Ensures the viability, functionality, and effectiveness of essential tools. Conducts analyses and provides reports summarizing the findings and recommendations.

**Minimum Education:** Associate's degree in a related field of study. Experience may be substituted for education (two years of experience and a Highschool Diploma/GED for an Associate’s degree).

**Senior Advisor**

**Minimum/General Experience:** At least five years of related experience.

**Functional Responsibility:** Senior resource who provides strategic direction, vision, leadership, and program management to the team. Contributes to organizational direction through regular involvement with senior level client leadership and team members. Maintains productive and effective client relationships with the most senior levels of the client organization. Conducts and
interprets research and studies, provides senior level management consulting, and performs data analysis and validation. Evaluates training programs, instructors, and/or materials.

**Minimum Education:** Bachelor’s degree in a related field of study. Experience may be substituted for education (two years of experience and an Associate’s degree, or four years of experience and a Highschool Diploma/GED for a Bachelor’s degree).

### Training Specialist III

**Minimum/General Experience:** At least five years of related experience.

**Functional Responsibility:** Plans, directs, and coordinates the training and development activities and staff of an organization. Develops complex web-based and in-person training programs. Develops and implements testing administration and learning management systems. Develops training materials and coordinates training activities. Trains personnel to enhance job skills. Conducts opinion surveys or needs assessments. Evaluates training programs, instructors, or materials.

**Minimum Education:** Bachelor’s degree in a related field of study. Experience may be substituted for education (two years of experience and an Associate’s degree, or four years of experience and a Highschool Diploma/GED for a Bachelor’s degree).

#### 2. Maximum order

<table>
<thead>
<tr>
<th>SIN</th>
<th>Maximum Order</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151S: Information Technology (IT) Professional Services</td>
<td>$500,000</td>
</tr>
<tr>
<td>54151HEAL: Health IT Services</td>
<td>$500,000</td>
</tr>
<tr>
<td>541219: Budget/Financial Management Services</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>541611: Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services</td>
<td>$1,000,000</td>
</tr>
</tbody>
</table>

#### 3. Minimum order

$100.00 for all SINs.

#### 4. Geographic Coverage (Delivery Area)

Domestic: 48 contiguous states and Washington, DC

#### 5. Point of Production

22958 Weybridge Square, Ashburn, VA 20148

#### 6. Discount from List Prices or Statement of Net Price

All prices contained herein are NET GSA prices.
7. Quantity Discounts.

<table>
<thead>
<tr>
<th>SIN</th>
<th>Discounts</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151S: Information Technology (IT) Professional Services</td>
<td>0%</td>
</tr>
<tr>
<td>54151HEAL: Health IT Services</td>
<td>0%</td>
</tr>
<tr>
<td>541219: Budget/Financial Management Services</td>
<td>0%</td>
</tr>
<tr>
<td>541611: Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services</td>
<td>0%</td>
</tr>
</tbody>
</table>

8. Prompt Payment Terms

Net 30 Days

9. Government Purchase Cards

9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold:

YES, Government Purchase Cards are accepted below the micro-purchase threshold.

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:

YES, Government Purchase Cards are accepted above the micro-purchase threshold.

10. Foreign Items

N/A

11. Delivery

11a. Time of delivery

As Negotiated Between Contractor and Ordering Agency.

11b. Expedited Delivery:

Contact Contractor for more information.

11c. Overnight and 2-day delivery:

Contact Contractor for more information.

11d. Urgent Requirements:

*I-FSS-140-B URGENT REQUIREMENTS (JAN 1994):* When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies 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 agency, 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.
12. F.O.B. point:  
Destination

13. Ordering  
13a. Ordering address:  
22958 Weybridge Square, Ashburn, VA 20148  
www.symssg.com  
POC: Edward J. Syms, CEO and President  
Phone: (801) 510-5235 / Email: ESyms@symssg.com

13b. Ordering Procedures  
For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. Payment Address  
Syms Strategic Group, LLC (SSG)  
22958 Weybridge Square, Ashburn, VA 20148  
POC: Edward J. Syms, CEO and President  
Phone: (801) 510-5235 / Email: ESyms@symssg.com

15. Warranty Provision  
N/A

16. Export Packing Charges  
N/A

17. Terms and Conditions of Government Purchase Card Acceptance (any Thresholds above the Micro-purchase Level):  
N/A

18. Terms and Conditions of Rental, Maintenance, and Repair  
N/A

19. Terms and Conditions of Installation  
N/A

20. Terms and Conditions of Repair Parts Indicating Date of Parts Price Lists and Any Discounts from List Prices  
N/A

20a. Terms and Conditions for Any Other Services  
N/A
21. List of Service and Distribution Points
N/A

22. List of Participating Dealers
N/A

23. Preventive Maintenance
N/A

24. Other Attributes

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

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

25. Data Universal Number System (DUNS) number:
080443168

26. Notification Regarding Registration in Central Contractor Registration (CCR) Database System for Award Management (SAM) registration is active and current.
Expiration Date: 9/28/2021